



# **Sponsorship Guidelines**

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# 1.0 Introduction

## 1.1 Sponsorship Categories

Type	Category	Highlights
Premium	Diamond	<ul style="list-style-type: none"> <li>• <b>Exclusive to ONE (1) SPONSOR ONLY.</b></li> <li>• Eligible for co-branding exposure on event <b>Lanyard</b> and <b>Bag</b>.</li> <li>• Eligible for <b>Sponsor Booth</b>.</li> <li>• Eligible for <b>ONE(1)</b> speaking/presentation slot under the <b>Business Track breakout</b> session.</li> <li>• Eligible for <b>TWO (2)</b> exhibitor passes to be used specifically by individuals representing the organisation, including those manning the booths (if applicable).</li> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> <li>• Display of sponsor's pull-up banner (refer to sponsorship matrix for quantity) at common areas with high visibility by the event organiser. Supplied by the sponsor.</li> <li>• Please take note that this specific category will be closed 1.5 months prior to the event date to facilitate enough time for co-branding arrangements.</li> </ul>
	Platinum	<ul style="list-style-type: none"> <li>• <b>Exclusive to FIVE (5) SPONSORS ONLY.</b></li> <li>• Eligible for <b>Sponsor Booth</b>.</li> <li>• Eligible for <b>ONE(1)</b> speaking/presentation slot under the <b>Business Track breakout</b> session.</li> <li>• Eligible for <b>TWO (2)</b> exhibitor passes to be used specifically by individuals representing the organisation, including those manning the booths (if applicable).</li> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> <li>• Display of sponsor's pull-up banner (refer to sponsorship matrix for quantity) at common areas with high visibility by the event organiser. Supplied by the sponsor.</li> <li>• Please take note that the number of exclusive sponsors is subject to change at the reasonable discretion of the Event Organiser.</li> </ul>
Standard	Gold	<ul style="list-style-type: none"> <li>• Eligible for <b>Sponsor Booth</b>.</li> <li>• Eligible for <b>TWO (2)</b> exhibitor passes to be used specifically by individuals representing the organisation, including those manning the booths (if applicable).</li> </ul>

		<ul style="list-style-type: none"> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> <li>• Display of sponsor's pull-up banner (refer to sponsorship matrix for quantity) at common areas with high visibility by the event organiser. Supplied by the sponsor.</li> </ul>
	Coffee Cart	<ul style="list-style-type: none"> <li>• This category is limited to <b>ONE(1) SPONSOR ONLY</b>.</li> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> <li>• Co-branding on coffee cups.</li> <li>• Display of sponsor's pull-up banner (refer to sponsorship matrix for quantity) at the coffee cart area. Supplied by the sponsor.</li> </ul>
	Ice Cream Cart	<ul style="list-style-type: none"> <li>• This category is limited to <b>ONE(1) SPONSOR ONLY</b>.</li> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> <li>• Co-branding on ice cream cups.</li> <li>• Display of sponsor's pull-up banner (refer to sponsorship matrix for quantity) at the ice cream cart area. Supplied by the sponsor.</li> </ul>
Basic	Silver	<ul style="list-style-type: none"> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> </ul>
	Bronze	<ul style="list-style-type: none"> <li>• Complimentary conference seats. (Refer to sponsorship matrix for quantity)</li> <li>• Logo listings.</li> </ul>

## 1.2 Sponsorship Matrix

Category	DIAMOND <sup>1</sup>	PLATINUM <sup>2</sup>	GOLD	COFFEE CART <sup>3</sup>	ICE CREAM CART <sup>3</sup>	SILVER	BRONZE
Pricing (Malaysian Ringgit - MYR)	30,000	20,000	15,000	12,000	12,000	10,000	5,000
Benefits	Booth Display <sup>4</sup>	2 Tables Booth Dimension 14'L x 6'W x 10'H	1 Table Booth Dimension 12'L x 6'W x 10'H	1 Table Booth Dimension 10'L x 6'W x 10'H	-	-	-
	Complimentary Conference Pass	20	15	15	12	12	10
	Exhibitor Pass (For staff use only)	2	2	2	-	-	-
	Logo Listing on Event Pull Up Banners	Yes	Yes	Yes	Yes	Yes	Yes
	Logo Listing on Event Backdrop <sup>5</sup>	Yes	Yes	Yes	Yes	Yes	Yes
	Logo Listing on Event Website	Yes	Yes	Yes	Yes	Yes	Yes
	Display of Company Pull Up Banners (Supplied by Sponsor) <sup>6</sup>	2	1	1	1	1	-
	Business Track Slot <sup>7</sup>	Yes	Yes	-	-	-	-
	Lanyard (Co-Branding with Event)	Yes	-	-	-	-	-
	Eco-Bag (Co-Branding with Event)	Yes	-	-	-	-	-
	Additional Information	-	-	-	Co-branding on Cup (MYNOG + Sponsor Logo)	Co-branding on Cup (MYNOG + Sponsor Logo)	-

<sup>1</sup> Exclusive to ONE(1) SPONSOR ONLY. Please take note that this specific category will be closed 1.5 month prior to the event date to facilitate enough time for co-branding arrangements.

<sup>2</sup> Exclusive to FIVE(5) SPONSORS ONLY. Please take note that the number of exclusive of sponsors is subject to change at the reasonable discretion of the Event Organiser.

<sup>3</sup> This category is limited to ONE(1) SPONSOR ONLY. Brand exposure via stickers showcasing both MYNOG and sponsor logos would be displayed on the serving cups. An A3 signage stand would also be provided.

<sup>4</sup> Tables with black covers would be provided by the organiser (Type - IBM Tables 6'L x 1.5'W x 2.6'H). Sponsors are allowed to bring in their own backdrops, but it is subject to the approval of the organiser and must fit within the allocated space.

<sup>5</sup> Displayed via both physical (common area) and digital (inside event rooms) backdrops. The latter will be projected on the screen in between presentations and breaks.

<sup>6</sup> The pull up banners will be supplied by the sponsors. The maximum allowed size for the pull-up banner is 2.5ft x 6ft. These banners will be placed according to the event organiser's discretion at strategic locations (common area, entrance, foyer area, etc), based on a first-come-first-serve basis.

<sup>7</sup> Eligible for ONE(1) programme slot under the Business Track breakout session. These slots are separated from the Main Tracks (which is subjected to a strict CFP Review Process). To clearly indicate the differentiation, these slots will be labelled as "SPONSORED TALK" for transparency and held in a separate room/hall.

### Important Notes:

1. An organization is only allowed to select one package from the sponsorship matrix and the same applies to a group companies. This is to ensure fair and inclusive access to all interested parties.

2. Please take note that joint or shared sponsorships are not allowed (more than one business entity sharing a single sponsorship package). Brand exposure for each sponsorship subscription will be limited to a single business entity and its corresponding logo ONLY.

3. The information in this document is subject to changes without prior notice by the Event Organiser. Always refer to the official website for the latest updates.

## 1.3 Important Notice

- Please take note that joint or shared sponsorships are not allowed (more than one business entity sharing a single sponsorship package). Brand exposure for each sponsorship subscription will be limited to a single business entity and its corresponding logo ONLY. .
- The information in this document is subject to changes without prior notice by the Event Organiser.

## 2.0 Sponsorship Benefits

### 2.1 Booth Display Specification

**Important Note: This segment is only applicable to Diamond, Platinum and Gold Sponsorship Only.**

#### 2.1.1 Deliverables from MYNOG

- Each eligible sponsor will be assigned a demarcated booth area/zone for their use, according to the allocations stated under their respective categories.
- Please take note that IBM table/s (with fixed metal skirting) and chairs would be provided by the organisers as standard provision with plain black covers. Please refer below:

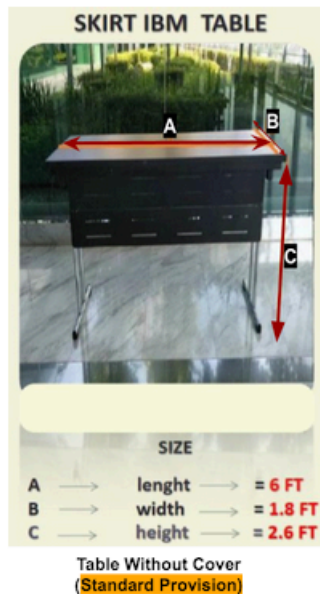


Table With Black Cover  
(Standard Provision)



Chair With Black Cover  
(Standard Provision)

- Backdrops are **optional**. MYNOG **will not be** providing any backdrop/screen, hence it is up to the sponsors to source for their own backdrop if required. **LED screens ARE NOT ALLOWED** to be used as backdrops at all sponsor booths. Apart from that, there are no restrictions on the backdrop design but the **screen built-up has to STRICTLY adhere to the sizing dimension specified for the respective booth specification**.
- MYNOG will provide each booth sponsor with a single 13A wall power outlet (single phase 230/240v). Sponsors will need to bring their own extension cords (must be SIRIM certified).
- MYNOG **DOES NOT** provide printing and storing arrangements.

## 2.1.2 Exhibition Booths

Please take note that all sponsors are required to revert with the confirmation, on whether they'll be taking up their entitlement for booth space and table. This is to ensure efficient space management and reallocation of spaces for other purposes, if the need arises.

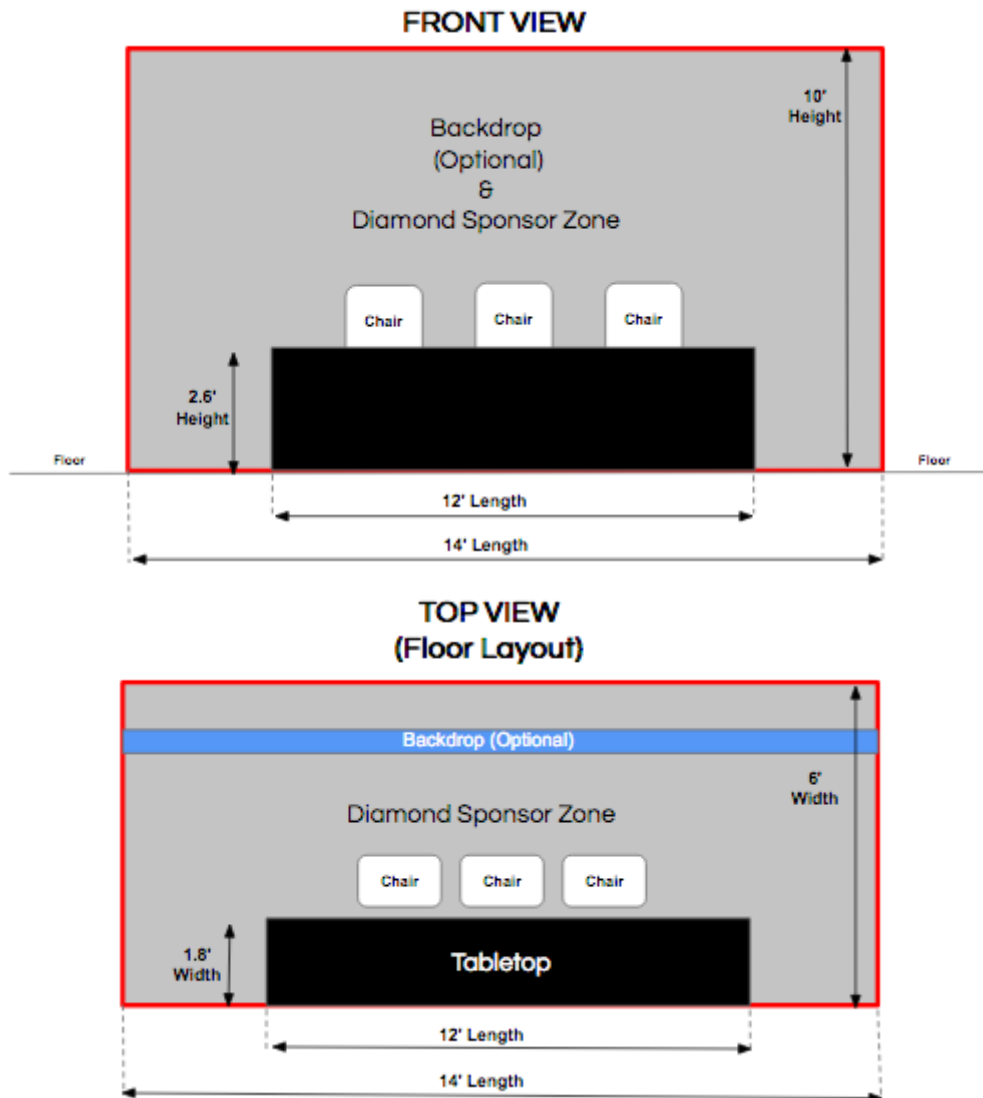
**Important Notice: All sponsors have to ensure that the entire booth area (including the backdrop screen) should be set up according to their respective space allowance, as per the dimensions described below. Those who don't strictly adhere to these specifications might not be considered preferably for future MYNOG events. Cooperation in this regard will be highly appreciated to ensure fairness and transparency in sponsorship management.**

### a. Diamond Sponsor

- Please take note that only tables and chairs would be provided by the organisers.
- The sponsor would be provided with **2 (TWO) units** of IBM table (dimension of each table would be **6'L x 1.8'W x 2.6'H**) and 4 chairs. **Sponsors are allowed to bring in their own backdrops, but it is subject to the guidelines specified in this document and must fit within the assigned space.**
- The sponsor will be assigned a **"14'L x 6'W x 10'H"** booth area/zone, hence the whole setup including the backdrop screen should be within the mentioned

dimension. **The event organiser has the right to remove items that encroach into or are placed beyond the demarcated zone.**

- All sponsors will be required to complete an **Indemnity Form (refer to APPENDIX A in the Sponsorship Guidelines document)** and declare all equipment/tools/materials that will be used during the event (including total power requirements if applicable).

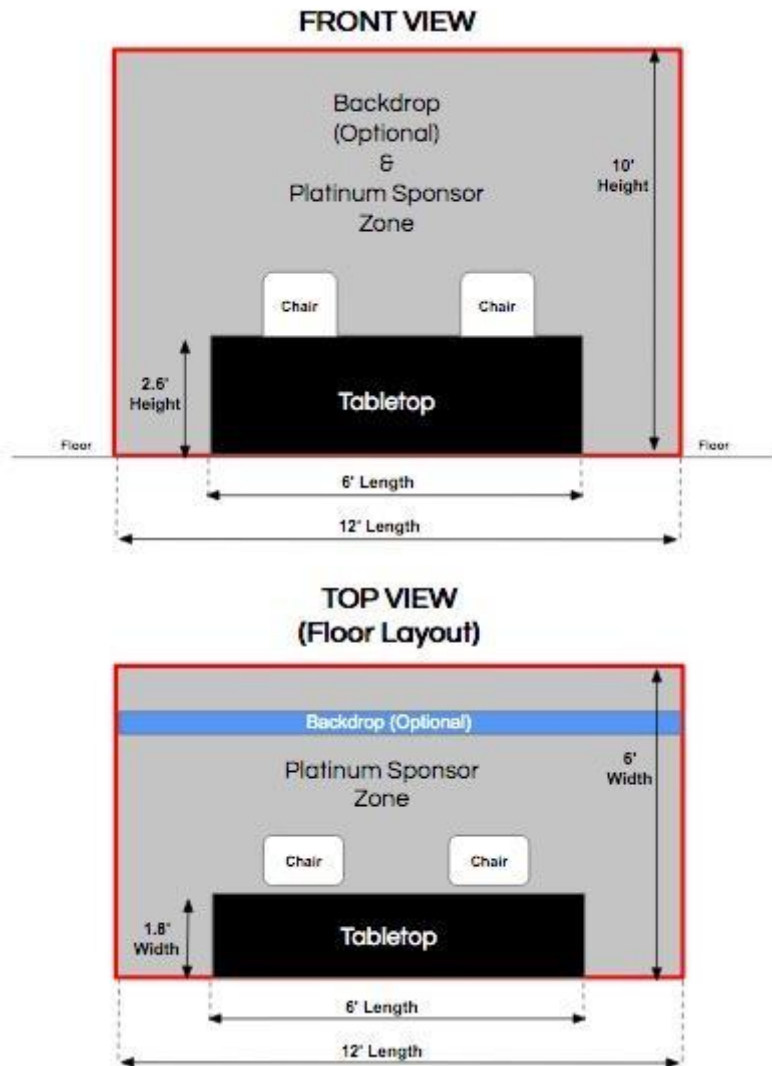


b. **Platinum Sponsor**

- Please take note that only tables and chairs would be provided by the organisers.
- The sponsor would be provided with **1 (ONE) unit of IBM table (6'L x 1.8'W x 2.6'H)** and 2 chairs. **Sponsors are allowed to bring in their own backdrops, but it is subject to the guidelines specified in this document and must fit within the assigned space.**
- The sponsor will be assigned a **"12'L x 6'W x 10'H"** booth area/zone, hence the whole setup including the backdrop screen should be within the mentioned

dimension. **The event organiser has the right to remove items that encroach into or are placed beyond the demarcated zone.**

- All sponsors will be required to complete an **Indemnity Form (refer to APPENDIX A in the Sponsorship Guidelines document)** and declare all equipment/tools/materials that will be used during the event (including total power requirements if applicable).

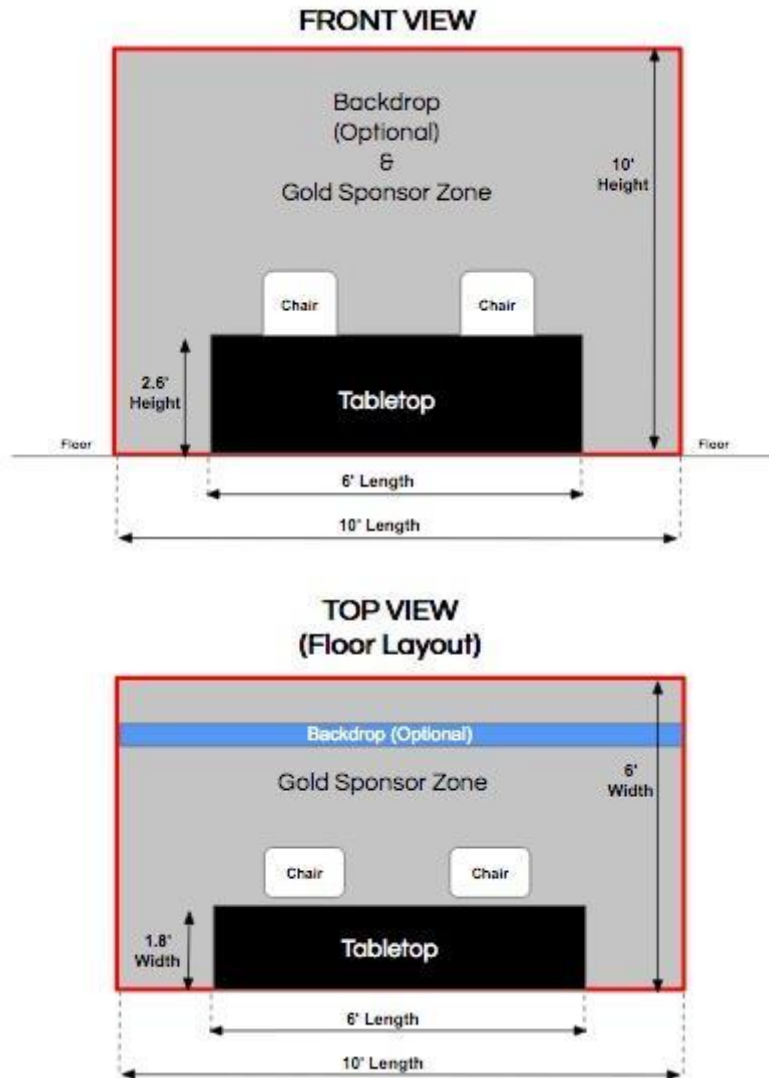


c. Gold Sponsor

- Please take note that only tables and chairs would be provided by the organisers.
- The sponsor would be provided with 1 (ONE) unit of IBM table (6'L x 1.8'W x 2.6'H) and 2 chairs. **Sponsors are allowed to bring in their own backdrops, but it is subject to the guidelines specified in this document and must fit within the assigned space.**
- The sponsor will be assigned a "10'L x 6'W x 10'H" booth area/zone, hence the whole setup including the backdrop screen should be within the mentioned dimension. **The event organiser has the right to remove items that encroach into or are placed beyond the demarcated zone.**



- All sponsors will be required to complete an **Indemnity Form (refer to APPENDIX A in the Sponsorship Guidelines document)** and declare all equipment/tools/materials that will be used during the event (including total power requirements if applicable).



### 2.1.3 Brand Exposure

Brand exposure for sponsors at their respective booth areas/zones should be **LIMITED** to these mediums and showcased **within each sponsor's "Sponsor Zone"**:

- Backdrop
- Desktop displays.
- Pull-up Banners.
- Fitted table covers with designs/logos.
- TV or monitors (**visual only without audio**).

**Important: Please take note that the use of sound devices and the playing of music on the Exhibition floor/area is strictly prohibited, this includes all forms of talks, speeches or audio-related activities in general.**

Refer below for examples of booth setups:



### 2.1.4 Exhibitor Passes

All booth sponsors would be allocated **TWO (2)** exhibitor passes to be used specifically by individuals representing the organisation, including those manning the booths (if applicable). **Users of these passes would be required to register via our official Registration Page using the allocated special codes. Please take note that the online registrations are mandatory and no appeal would be entertained after the registration closing date. Sponsors aren't allowed to transfer these passes to external or third parties (including customers).**

## 2.2 Complimentary Conference Passes

Complimentary seats will be distributed to the sponsors according to allocations stated under their respective categories. Please remind all attendees to register via our official Eventbrite Page using the given discount codes to enjoy waiver on the seat charges (100% discounts). **Please take note that the online registrations are mandatory and no appeal would be entertained after the registration closing date.** All discount codes will be distributed via email and a weekly report (discount code utilisation) will be sent on every **Tuesday**, as we get closer to the event date.

## 2.3 Logo Listings

All sponsors will enjoy brand exposure via logo listings on these communication and advertisement mediums/channels:

- MYNOG's Website and Social Media touchpoints.
- MYNOG's Event Pull Up Banners - These printed banners would be placed at strategic locations (entrance, foyer area etc) within the event area.
- MYNOG's Event Backdrop - This includes both physical (at foyer area) and digital (inside event halls) backdrops. The latter will be digitally projected on the screen in-between presentations and breaks.

## 2.4 Display of Company Pull Up Banners

**Important Note: This segment is only applicable to Diamond, Platinum, Gold, Coffee Cart and Ice-Cream Cart Sponsorship Only.**

This specifically refers to the placement of pull-up banners at public/common areas with high visibility (outside of each sponsor's booth zones). The pull-up banners will be supplied by the respective sponsors. These banners will be placed according to the event organiser's discretion at strategic locations (common area, entrance, foyer area etc), based on a first-come-first-serve basis. **The maximum allowed size for each pull-up banner is 2.5ft x 6ft.**

Each sponsor's allowance would be according to the allocations stated under their respective categories:

- 2 pull-up banners for **Diamond sponsor**
- 1 pull-up banner for **Platinum and Gold sponsors**.
- 1 pull-up banner for **Coffee Cart sponsor (will be placed at the cart area)**.
- 1 pull-up banner for **Ice-Cream Cart sponsor (will be placed at the cart area)**.

## 2.5 Business Track Slot

**Important Note: This segment is only applicable to Diamond and Platinum Sponsorship Only.**

The **"Business Track Slot"** is a premium feature offered to only Diamond and Platinum sponsorship packages. It's been introduced to allow space for sponsors to talk about their products/services without compromising on NOG's "mantra" of strictly avoiding marketing pitch. Eligible sponsors will be guaranteed a 30-minute speaking slot on the Business Track.

For clarity and transparency, this particular track will be distinguished from the **"Main Tracks"** – which is subjected to a strict CfP review process. These slots would also be visibly tagged as **"Sponsored Talk"** in the event programme and concurrently held with the Main Tracks in separate halls/rooms. This allows attendees to curate a conference experience that is most relevant to their needs. Naturally, a multi-track structure will lead to a healthy competitive environment for speakers to attract audiences with varied interest and desirability, hence it is crucial for speakers to offer engaging and compelling presentations to attract a larger audience. In addition to that, we strongly encourage sponsors to spread the word and invite your partners/clients to register for the conference as a show of support.

## 2.6 Lanyard (Co-Branding with Event)

**Important Note: This segment is only applicable to Diamond Sponsorship Only.**

Please take note that the actual product may vary and the below image is for illustration purposes only.

Lanyard 900mm x 20mm



## 2.7 Eco-Bag (Co-Branding with Event)

**Important Note: This segment is only applicable to Diamond Sponsorship Only.**

Please take note that the actual product may vary and the below image is for illustration purposes only.

**Bag Size: A3**



Side A



Side B

## **APPENDIX A - Indemnity Agreement**

## **Indemnity Agreement**

**THIS INDEMNITY AGREEMENT** (the “Agreement”) made as of this \_\_\_\_\_  
**BETWEEN:** (The “Execution Date”)

UOA HOSPITALITY SDN BHD

(the Indemnitee”)

**And**

\_\_\_\_\_ of \_\_\_\_\_ (the “Indemnifier”)

### **Background**

The Indemnity Agreement must be completed by the Indemnifier who intends to bring in their own equipment/items to use at our on-site facility to run their activity at the request and expense of the Indemnifier. The UOA Hospitality Sdn Bhd must first give the Indemnifier permission to bring in the equipment/items. If approved, it is the Indemnifier’s responsibility to deliver the equipment/items on their own cost and to provide a list of equipment/items.

The Indemnitee desires protection against any personal liability, claim, suit, action, loss or damage that may result from the Indemnitee’s participation in the activity.

The Indemnifier wishes to minimize any hardship the Indemnitee might suffer as the result of any personal liability, claim, suit, action, loss, or damage that may result from the Indemnitee’s participation in the Activity.

**Contact Information**

Indemnifier: \_\_\_\_\_ Telephone: (O) \_\_\_\_\_

Email: \_\_\_\_\_ (H/p) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Company: \_\_\_\_\_

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

**Event Information**

Event Name: \_\_\_\_\_ Setup Time: \_\_\_\_\_

Event Date (s): \_\_\_\_\_ Start Time: \_\_\_\_\_

Event Location: \_\_\_\_\_ Serving Hours: \_\_\_\_\_

Estimated Number of Guest: \_\_\_\_\_ End Time: \_\_\_\_\_

**Event Description:**

- |                          |                               |                          |             |
|--------------------------|-------------------------------|--------------------------|-------------|
| <input type="checkbox"/> | Authorized Fundraiser/Charity | <input type="checkbox"/> | Wedding     |
| <input type="checkbox"/> | Organization Event            | <input type="checkbox"/> | Reception   |
| <input type="checkbox"/> | Meeting/Seminar               | <input type="checkbox"/> | Exhibition  |
| <input type="checkbox"/> | Social                        | <input type="checkbox"/> | Other _____ |

\_\_\_\_\_

**List or attach a list of equipment/items to be delivered:**

Equipment/items: \_\_\_\_\_

Specification : \_\_\_\_\_

Purpose : \_\_\_\_\_

Quantity : \_\_\_\_\_

Equipment/items: \_\_\_\_\_

Specification : \_\_\_\_\_

Purpose : \_\_\_\_\_

Quantity : \_\_\_\_\_

Equipment/items: \_\_\_\_\_

Specification : \_\_\_\_\_

Purpose : \_\_\_\_\_

Quantity : \_\_\_\_\_

Equipment/items: \_\_\_\_\_

Specification : \_\_\_\_\_

Purpose : \_\_\_\_\_

Quantity : \_\_\_\_\_

Equipment/items : \_\_\_\_\_

Specification : \_\_\_\_\_

Purpose : \_\_\_\_\_

Quantity : \_\_\_\_\_

How will equipment/items be delivered?

---

**Delivery Information**

Sender/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: (O) \_\_\_\_\_ (H/p) \_\_\_\_\_

IN CONSIDERATION and as a condition of the Indemnifier and the Indemnatee entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the Indemnifier and the Indemnatee agree as follows:

- 1) For all events an Indemnity Agreement must be completed and submitted 15 days in advance of the event.  
Request made less than 15 days in advance may not be considered. There are no exceptions based on the cost of the event or scope of menu.
- 2) Indemnifier must comply with all directives of UOA Hospitality or designee.
- 3) Indemnifier is solely responsible for the management, preparation, and delivery of its equipment/items, including set-up, take-down, and clean-up. Renter is responsible for all financial obligations and liabilities in connection with or necessitated by this permit, including any and all damage to Connexion Conference & Event Centre caused by the Indemnifier.



## Definitions

The following definitions apply in the Agreement:

- a. "Activity" means the following:

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- b. "Expenses" means all costs incurred in the defense of any claim or action brought against the Indemnatee including attorney's fees.
- c. "Notice of claim" means a notice that has been provided by the Indemnatee to the Indemnifier describing a claim or action that has or is being brought against the Indemnatee by a Third Party.
- d. "Parties" means both the Indemnatee and the Indemnifier.
- e. "Party" means either the Indemnatee or the Indemnifier.
- f. "Third Party" means any person other than the Indemnifier and the Indemnatee.

## Indemnification

The Indemnifier will hold harmless and indemnify the Indemnatee against any and all claims and actions arising out of the participation of the Indemnatee in the Activity, including, without limitation, expenses, judgements, fines, settlements and other amounts actually and reasonably incurred in connection with any liability, suit, action, loss or damage arising or resulting from the Indemnatee's participation in the Activity, subject to the limits on indemnification does not include indemnification of the Indemnatee against a claim caused by the negligence or fault of the Indemnatee, its agent or employee, or any third party under the control or supervision of the Indemnatee, other than the Indemnifier or its employee or subcontractors.

## Notice of Claim

In the event of any claim or action, the Indemnatee will promptly provide the Indemnifier with written notice of the claim or action and will notify the Indemnifier within seven (7) business days of the commencement of any legal or non-legal proceeding relating to the claim or action.

The Indemnatee will provide the Indemnifier with all available information known to the Indemnatee relating to the claim or action.

### Refundable Deposit

Refundable Deposit of RM5, 000.00 is required as a guarantee and the venue accepts payment in form of cash, company cheque, bank draft, telegraphic transfer or by credit card.

Method of Payment:

#### Cheque made payable to:-

Account Name : UOA Hospitality Sdn Bhd-Nexus Collection  
**CIMB Bank Berhad**  
LG 2.01, KL Gateway Mall  
No.2, Jalan Kerinchi, Gerbang Kerinchi Lestari  
59200 Kuala Lumpur  
Account Number : 8600 -340 -782  
Swift Code : CIBBMYKL

#### Bank Transfer

For remittance by bank transfer, a copy of the relevant documentation must be faxed to the venue to ensure correct crediting of funds to fax number +603 2386 9199.

Please provide information of bank details for refunds and reimbursement.

#### Credit Card Pre-authorisation

Pre-authorisation of credit card will be made once the attached Letter of Authorisation is filled (Appendix 1).

The amount will be held for 7 days and once UOA Hospitality is satisfied that there are no damages to the property, the pre-authorisation will be cancelled.

Funds will then be credited back after 7 working days, depending on the bank.

### Indemnifier Signature

I have read the Terms & conditions and understand that I and my caterer/subcontracted company may be held responsible and agrees to indemnify it and hold harmless its employee and representatives for any personal injuries, loss or damage to property arising from the activities in the event. The undersigned agrees to comply with the rules and regulations set by UOA Hospitality and the safety provisions established for the mentioned activity.

\_\_\_\_\_  
Indemnifier's Signature

\_\_\_\_\_  
Indemnifier's Name

\_\_\_\_\_  
Date

**For Office Use**

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Approved: ☐ Yes ☐ No

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

## Appendix 1 - LETTER OF AUTHORISATION

Fax / Email:	
Tel Contact:	
From:	
Fax / Email:	
Subject:	

**Kindly fill in necessary details and return together with a copy of the credit card, front and back for our further action.**

### CREDIT CARD DETAILS

Card Holder's Name : .....

Credit Card Type : ☐ Visa ☐ Master ☐ Amex

Credit Card Number : ..... CVC No : ..... Expiry Date: .....

Card Holder's name on Card : .....

Banks' Name on Card : ..... Issuer Origin : .....

Billing address: .....

Identification Card No./Passport No. : .....

Authorization Type : ☐ Charge to credit card ☐ Guaranteed by credit card

Card Holder's email : .....

Card Holder's contact no : .....

*Pursuant to the 'Personal Data Protection Act 2010' which has been enforced on Nov 15, 2013, we are currently undertaking an exercise to comply with the Act. The criteria of the "Act" is we require your agreement to allow us to process your personal data hence by signing this notice, you are agreeable to this process to take place*

Signatory hereby authorizes UOA Hospitality Sdn Bhd to charge/guarantee payment by credit card for charges as followed:

☐ Meeting Package ☐ Wedding Package ☐ Dinner Event ☐ Meals ☐ Deposit

☐ All Charges ☐ Others, please specify: \_\_\_\_\_

Description	Date	Amount (RM)

\*Company reserves the right to charge the card should the cardholder or company fail to make payment within 14 days.

Signature of Card Holder : .....

## **APPENDIX B - F&B Waiver Request Form**

## FOOD AND/OR BEVERAGES WAIVER REQUEST FORM

### Instructions

The Form must be completed by the organisers/hirers/clients requesting to serve/provide food and/or beverages at Connexion Conference & Event Centre (“CCEC”) managed and operated by UOA Hospitality Sdn Bhd. (“UOA Hospitality” or “us” or “we”) which is not catered/provided by UOA Hospitality. This Form must be completed fully with true and correct details and submitted to us at least **15 days BEFORE** the date of the event. We reserve the absolute right to approve or reject this request without having to assign any reason.

**Please read our Terms and Conditions attached to this Form carefully and understand the contents therein before completing, signing and submitting this Form to us**

### Organiser/Hirer/Client Information

Name : \_\_\_\_\_ Telephone : (O) \_\_\_\_\_  
 Email : \_\_\_\_\_ (H/P) \_\_\_\_\_  
 Address : \_\_\_\_\_  
 City : \_\_\_\_\_ State : \_\_\_\_\_ Postcode : \_\_\_\_\_  
 Food Distributor : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Name / Designation : \_\_\_\_\_

### Event Information

Name : \_\_\_\_\_ Setup Time : \_\_\_\_\_  
 Date (s) : \_\_\_\_\_ Start Time : \_\_\_\_\_  
 Location : \_\_\_\_\_ Serving Hours : \_\_\_\_\_  
 No. of Guests : \_\_\_\_\_ End Time : \_\_\_\_\_  
 Event Description : \_\_\_\_\_

### Food & Beverages Details

List of :  
food items

Quantity : Display Method :

Beverages :

Quantity : Display Method :  
Alcohol : Yes No

How and when will items be delivered?

What equipment will be used to keep items hot or cold?

### Food Distributor Information

Name :  
Address :  
City : State : Postcode :  
Contact Person :  
Email :  
Telephone : (O) (H/P)

Please state reason on the need for the Food Distributor's service:

### Terms & Conditions

Food and beverages for all events at CCEC must be catered by us. CCEC is Halal-Kitchen certified by JAKIM (under UOA Hospitality Sdn Bhd). No outside food and beverage **may** be brought into CCEC, either by the organisers, hirers, clients or third parties for sale, distribution or consumption.

However, we may make exceptions, grant waivers and consider requests supported by valid and reasonable reasons which must be stated in the form. The Organiser/Hirer/Client must complete and submit the Food Waiver Request Form at least 15 days prior to the event. Requests made less than 15 days prior to the event will not be considered.

If approval is granted, the Organiser/Hirer/Client and/or Food Distributor must ensure that the following criteria/conditions are complied with:

- the food and/or beverage must be Halal-Certified by JAKIM or CB Recognized by JAKIM. Food and/or beverage must also be properly packaged and/or sealed item(s) with proper labelling showing brand, product name, halal logo and halal status, manufacturer, ingredients list and expiry date. Food and/or beverage must be accompanied by documents supporting the item(s) Halalan-Toyyiban status. Copies of valid Halal Certificate must be attached and submitted with this form and/or made available for our inspection at any time upon request. No exception will be made out of this;
- homemade food items are not allowed;
- the food and/or beverages must be obtained from the Food Distributor which is approved by and operating under the license and inspection of the Ministry of Health of Malaysia. Copies of licenses must be attached and submitted with this form and/or made available for our inspection at any time upon request;
- the Organiser/Hirer/Client and/or Food Distributor is/are responsible for obtaining all required food and/or beverages distribution licenses or permits or business licenses. Copies of all said permits and/or licenses must be attached and submitted with this form and/or made available for our inspection at any time upon request;
- the Organiser/Hirer/Client and/or Food Distributor must comply with all applicable laws, rules, regulation, guideline, practices in respect of food and food safety of Malaysia;
- the Organiser/Hirer/Client and/or Food Distributor must comply with all directives and/or instructions from us and/or our representatives which may be issued from time to time. We reserve the absolute right to withdraw any approval granted in the event that the Organiser/Hirer/Client and/or Food Distributor fails, refuses, neglect or omits to comply with these directives and/or instructions and the withdrawal of our approval may result in an immediate cessation of the provision and/or service of food and/or beverages;
- the Organiser/Hirer/Client and/or Food Distributor is/are responsible for the management, preparation, and distribution of its food and/or beverages, including set-up, take-down, and clean-up;
- the Organiser/Hirer/Client and/or Food Distributor is/are responsible for all financial obligations and liabilities in connection with or necessitated by this permit, including any and all damage to CCEC caused by the Organiser/Hirer/Client and/or Food Distributor;
- the Organiser/Hirer/Client and/or Food Distributor is/are responsible to take up public liability insurance and/or such insurance necessary for food and/or beverages distribution;
- the Organiser/Hirer/Client and/or Food Distributor may not assign or delegate the approval granted herein to any third party;



#### **Exclusive Beverage**

We have contracted with Carlsberg Malaysia for exclusive beer beverage at our CCEC venues. The contract requires us to only offer, sell and serve beer from Carlsberg Malaysia at our CCEC venues.

#### **Indemnity**

The Organiser/Hirer/Client and/or Food Distributor agrees to indemnify, defend and hold harmless, UOA Hospitality, the owner of CCEC, UOA Development Bhd. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the abovenamed parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the provision and/or serving of food and/or beverages by our Food Distributor.

#### **ACKNOWLEDGEMENT AND SIGNATURE OF ORGANISER/HIRER/CLIENT**

I/We have read the Terms & Conditions and understand the contents therein and further agree, confirm and declare that we will be held responsible and liable in respect of all claims for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the provision and/or serving of food and/or beverage by my/our Food Distributor .

\_\_\_\_\_  
Signature of Organiser / Hirer/Client  
and rubber stamp (if applicable)

\_\_\_\_\_  
Name of Organiser /Hirer /  
Client

\_\_\_\_\_  
Date

#### **ACKNOWLEDGEMENT AND SIGNATURE OF FOOD DISTRIBUTOR**

I/We have read the Terms & Conditions and understand the contents therein and further agree, confirm and declare that we will be held responsible and liable in respect of all claims for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to our provision and/or serving of food and/or beverage.

\_\_\_\_\_  
Signature of Food Distributor and  
rubber stamp (if applicable)

\_\_\_\_\_  
Food Distributor s's Name

\_\_\_\_\_  
Date

**For Office Use**

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved: ☐ Yes ☐ No

Department: \_\_\_\_\_

Designation: \_\_\_\_\_

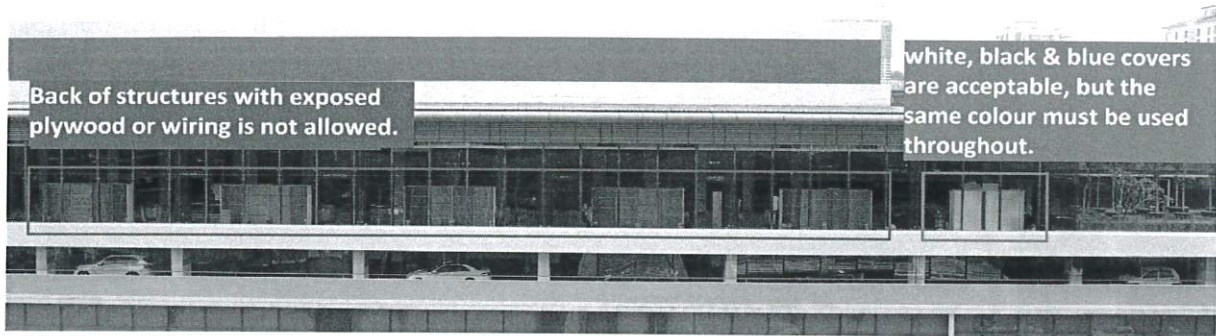
## **APPENDIX C - Safety & Security For Contractors**

## SAFETY & SECURITY FOR CONTRACTORS

1. An Indemnity Agreement must be completed by the Indemnifier who intends to bring in their own equipment/items to use at our on-site facility to run their activity at the request and expense of the Indemnifier.
2. A Refundable Deposit of RM5, 000.00 is required as a guarantee and the venue accepts payment in form of cash, company cheque, bank draft, telegraphic transfer or by credit card.
3. All contractors and their employees must conform to the security restrictions accepted by venue staff including searching.
4. Contractors must provide all their own plant and materials unless prior authority, to do otherwise, is given.
5. All materials removed from Venue property must be accounted for. This would apply to any demolition work carried out or any alteration work.
6. All contractors' employees must book in and out in accordance with an agreed method. They must not wander on site but should be restricted to designated areas and routes.
7. Contractor's vehicles and contractor's employee's vehicles will park where designated. They will comply with speed and any other restrictions prevailing on the site.
8. Any hazardous work carried by contractors must have prior approval and when completed shall be inspected for safety.
9. Any additional employees to work on the site are to be notified in advance.
10. Exhibits Permits: The organizer/client is required to apply for a permit from the Customs & Excise for the importation of goods for the exhibitions at least one month in advance.
11. Fire Regulations: In compliance with the Building Control Division, all aisles between booths must be at least 2.4 meters (8 feet) in width and all exits must be completely free from obstruction.
12. Exhibition Booths: The organizer/client of the exhibition may appoint their own contractor for the installation. Dimensional drawings, floor plans showing the layout of booths must be submitted to the Venue three weeks prior to the exhibition/function proper for approval before any work can be carried out.
13. All structures including but not limited to backdrops, photoboosts, exhibition booths, staging structures, entrance arches, hoarding boards, or rigging structures with the back of the structure facing the glass panels at the Ballroom, Function Room or Auditorium foyer must be professionally covered. Back of structures with exposed plywood or wiring is not allowed. Only white, black and blue coloured covers are acceptable and must be used throughout the same venue.

Acknowledged by: .....





14. Cleaning service: Within the exhibition areas shall be the responsibility of the organizer/client from the day of build-up right up till the handing back of the areas to the Venue. All debris must be cleared and removed from the Venue premises. Cleaning contractor can be engaged through the Venue or directly by the organizer/client.

15. The contractor whilst on the Venue premises to ensure that the respective/assigned supervisor/foreman or representative is constantly present on-site and contactable by the Venue at all times.

16. All contractors must obtain Security Pass by showing their identification cards/valid documents at the Security & safety Department before commencement of work to authorize their entry on the Venue premises. Security passes must be visibly worn at all times while on-site and security passes must be returned to the Security & Safety Department at the end of each workday.

17. The contractor must ensure that a valid work permit is produced in exchange for the security pass each time. Permits are issued by the Venue Engineering Manager and can be obtained from the Engineering Department. For works on rooftops, a "Two man working" permit is required and for welding, cutting, soldering or brazing works, a "hot work" permit is necessary.

18. It shall be the responsibility of the organizer/client to engage sufficient guards/staff to manage crowd control during exhibition/function hours and patrol the exhibition/function areas at all other times.

19. All goods/property are stored at the exhibition/function site at the organizer/client risks.

20. The organizer/client shall ensure that adequate safety precautions are taken to prevent any mishaps, accidents or bodily injury to any third party.

21. The organizer/client shall ensure that all exhibits/goods are insured against any loss by theft, destruction, accident damage by fire and any other risks. The Venue undertakes no liability whatsoever for any loss, theft, destruction or damages howsoever caused.

22. Telephone direct line (ISDN line or teleconferencing) – This facility to be arranged directly by the organizer/client with 3rd party vendor. Copies of your correspondence and location of the installation within the exhibition/function area must be submitted to the Venue.

Acknowledged by: .....

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23. No nails, staples or screw shall be driven or holes drilled in walls, doors, pillars or any other parts of the structure of the venue exhibition or function area.

24. No sticking of materials with masking tape/double sided tape, etc. to any surface of Venue structure.

25. No moving of heavy exhibits at the exhibition/function area without proper protection to the floor.

26. Contractors are not permitted to consume any food or drinks while on Venue premises. If found in possession of or consuming any of these items, the contractor will be required to leave the premises immediately. Drugs are illegal and if any contractors are found with it, they will be handed over to the police/authority.

27. While carrying out tasks, workers must also provide adequate protection to the property. Workers will be responsible /charged for any rectification and replacement cost for any damage to the property due to negligence and lack of care. Refuse/debris from works must be disposed of in proper manner.

28. Workmen must be properly attired at all times. Shorts, slippers and torn clothes are not allowed. They are not to use any of the public facilities such as washrooms and are restricted from loitering about in the public areas of the Venue. Sleeping/overnight within the premises is strictly prohibited.

29. Workers must use the proper entrance and exit point when accessing the Venue premises, which is staff entrance. Service lifts can only be used to transport materials/equipment. Any means of entry or exit, in particular the use of guest lifts is disallowed unless prior approval from the Security & Safety Department has been sought or otherwise stated in the Work Permit.

30. The contractor should at all times cooperate with the venue personnel while they are on the Venue premises.

31. Compensation for damage to the property: - It shall be the organizer/client responsibility for works carried-out by their appointed contractor/customer on the premises. The Venue reserves the right to claim from the organizer/client for any damages caused to the property.

The above Safety & Security Policy requires all contractors to comply with the Venue rules and regulations and adhere to all house rules and regulation dictated/governed by the Property. Kindly endorse and return the same to the Venue within seven (7) working days prior to event proper.

I..... (Name of Company, Person in-charge) hereby acknowledge receipts of the Connexion Conference & Event Centre, Security & Safety Policy for contractor and agreed to all the terms and conditions as stipulated in the policy above.

Acknowledged by: .....



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Name of Authorize Person: .....

Company: .....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Company Stamp:

Signature

Acknowledged by: .....