

33rd SC^oTE

MDA Scientific Convention
and Trade Exhibition

19th – 21st January 2026
Hall 7ABC, Level 3
Kuala Lumpur Convention Centre

EXHIBITOR MANUAL

Organized by:



Malaysian Dental Association

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1. Contact Information

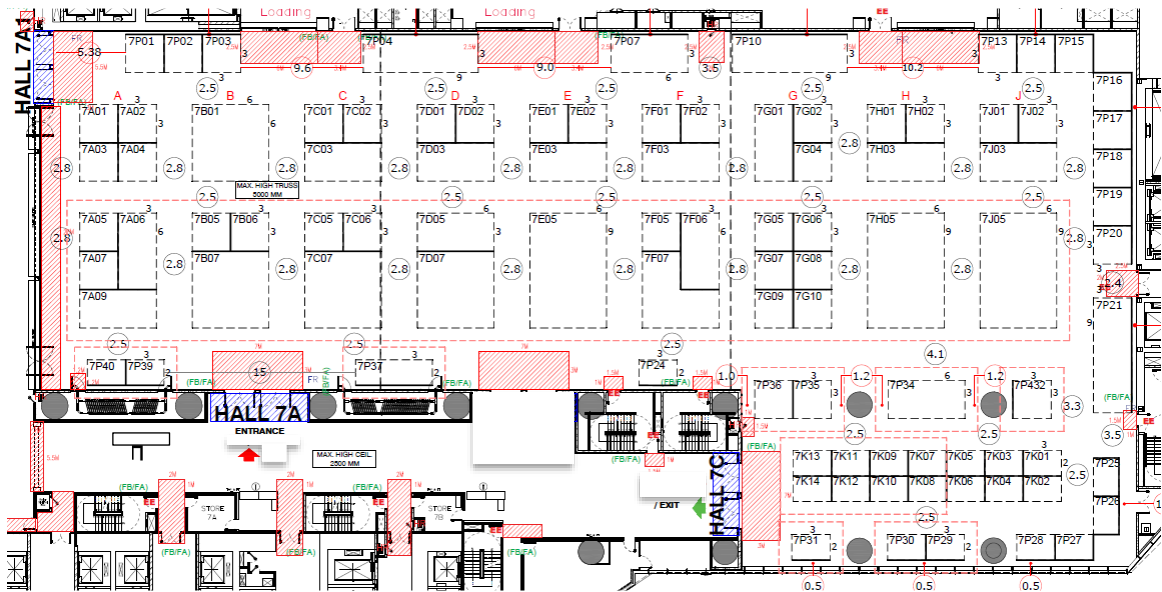
Event Organizer	
<p>Malaysian Dental Association D-5-1, Pusat Komersial Parklane, Jalan SS7/26, Kelana Jaya, 47301 Petaling Jaya, Selangor, Malaysia. www.mda.org.my +60 3 7887 6762</p>	<p>Ms. Hannah Lim tradeexhibition@mda.org.my +60 12 264 6766</p>
Official Venue Provider	
<p>Kuala Lumpur Convention Centre Kuala Lumpur City Centre, 50088 Kuala Lumpur www.klccconventioncentre.com +60 3 2333 2888</p>	<p>Exhibitor Services Centre (ESC) exhservices@klccconventioncentre.com +60 3 2333 2603</p>
Official Contractor	
<p>Qube Integrated (Malaysia) Sdn Bhd A-13-11, Menara The Met, No. 20, Jalan Dutamas 2, 50480 Kuala Lumpur. www.qube.com.my +60 3 6211 9973</p>	<p>Ms. Jessica Toh mongying@qube.com.my +60 18 263 3221</p>
Official Freight Forwarder	
<p>Curio Pack Sdn Bhd B-2-20, Leboh Batu Nilam 2, Bandar Bukit Tinggi, 41200 Klang, Selangor, Malaysia. www.curiopack.com.my +60 3 3325 3777</p>	<p>Mr. Ngiam Chong Terk ctngiam@curiopack.com.my +60 12 390 6556</p>

2. Event Details

Event Name	33 rd MDA Scientific Convention and Trade Exhibition (SCATE) 2026
Event Theme	CLINICAL DENTISTRY: TODAY AND BEYOND
Event Date	19 th – 21 st January 2026 Monday - Wednesday
Event Venue	Kuala Lumpur Convention Centre
Expected No. of Delegates	1,000 – 1,500 delegates
Expected No. of Visitors	1,500 – 2,000 visitors
Exhibition Date	19 th – 21 st January 2026 Monday - Wednesday
Exhibition Venue	Hall 7ABC, Level 3
No. of Exhibition Booths	143 units of Standard Shell Scheme Booths
Exhibition Opening Hours	9:00am – 6:00pm
Opening Ceremony	20 th January 2026, Tuesday

Note: The above schedule is subject to change.

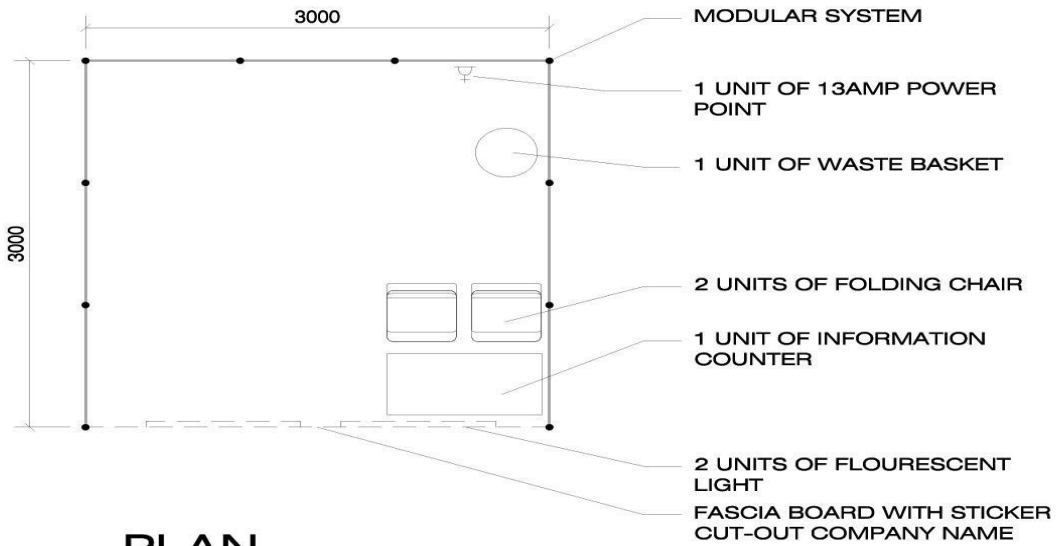
3. Exhibition Floor Plan



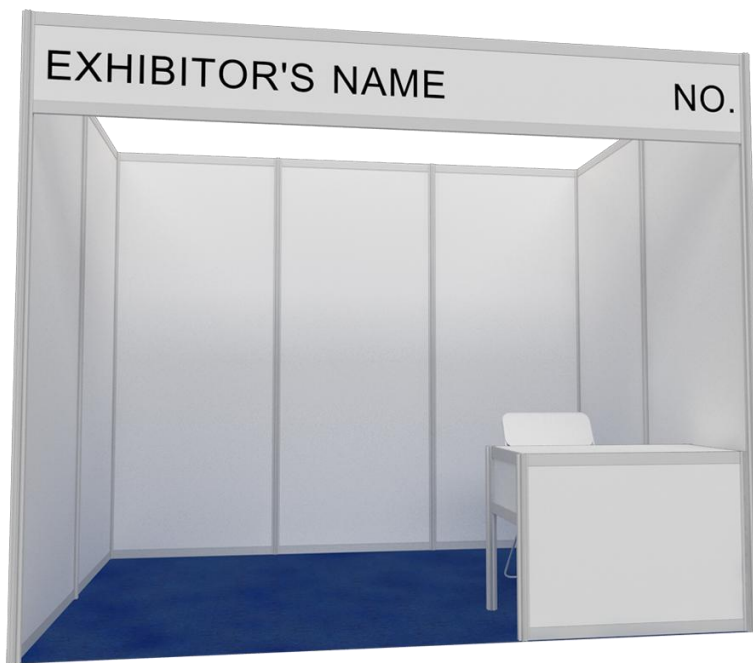
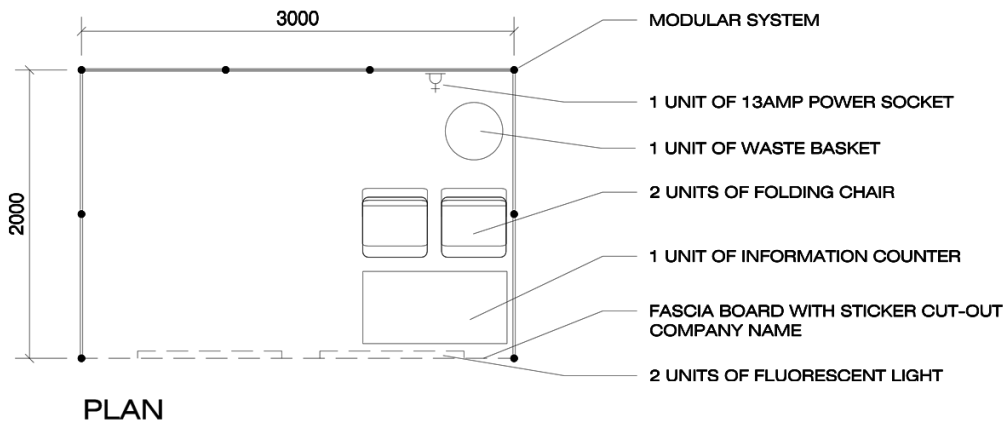
4. Exhibition Booth Information

Booth Type	Standard Shell Scheme Booth
Booth Size	3 metres x 3 metres 3 metres x 2 metres
Booth Facilities	Exhibition space includes a stand construction system with real and dividing walls 2.5 metres high using white aluminium systems and white melamine panels, fascia board with black lettering, and flooring with needle punch carpet. Electrical includes 1 unit of 13-amp single phase power point supply electrical connection and 2 units of 40-watt fluorescent tube. Furniture includes 1 unit of information desk, 2 units of white folding chair, and 1 unit of wastepaper basket.
Booth Entitlements	Each booth entitled 3 units of exhibitor pass and 2 boxes of packed lunch per day.
Booth Design/ Additional Items	Obtainable on cost basis from the official contractor, Qube Integrated (Malaysia) Sdn Bhd.

Wi-Fi Internet Access	Obtainable on cost basis from the venue, Kuala Lumpur Convention Centre.
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5. Special Exhibition Booth Design Rules and Regulations

- 1) All **stand measurements** are in **Metric** format. All **stand design layout plans** must be computer generated, in **3D** with elevated & perspective views, to be submitted to the **Official Contractor** before the stipulated deadline for approval to ensure a smooth build-up.
- 2) It is compulsory for exhibitor to provide full floor and wall finishing for their stands, regardless of height of the stand. **DO NOT** use the back panel of a wall or neighbouring stands to put up decoration.
- 3) All stands, irrespective of height must have at least **50% opening of ALL frontages facing an open aisle.**
- 4) Booth structure with covered ceiling exceeding 18sqm booth are required to submit P.E. Endorsement (*subject to booth design). **Structural Engineer's Certification must be submitted to Centre's Management no later than 19th December 2025 prior to the event build-up.**
- 5) The maximum height of booth structure is 5mH.
- 6) No double storey structure & hanging object is allowed for booth structure.
- 7) All exhibitors appointing their own contractor other than the official contractor for special design build up is require to fill in form 1 and submit together with stand design and design appraisal checklist back to official contractor.
- 8) Deadline for submission of form 1, raw space/special stand design with design appraisal checklist attached: **19th December 2025.**
- 9) Booths below or exceeding 2.5m height are required to cover the back portion **with plywood and painted with emulsion paint.**
- 10) **NO** person under any circumstances shall cut into or through any floor coverings or walls nor alter any stand service structures. Any such damage to stand structures or exhibition premises will be invoiced to the exhibitor.
- 11) **NO** cutting, sawing, sanding, gluing or major carpentry work and painting is permitted anywhere in the Centre.
- 12) **Raised flooring** must have rounded edge or protective covering to the sharp edge.

- 13) Exhibitors and their non-official contractors will have to bear any charges levied by Hall Owners for damages caused to their property, walls and floorings or for debris not cleared away.
- 14) It is the responsibility of respective vendors to ensure the stability of own stand structures. Vendor is liable for the penalty charges by the Organiser or Official Contractor, should there be any insecure structures found within the stand area.
- 15) The Organiser reserves the right to make amendments to any booth structure/design during the build-up, should it fail to comply with the Exhibition's Rules & Regulations.
- 16) The Organiser's decision is without prejudice and is final.

6. Exhibition Booth Construction Rules and Regulations

- 1) All non-official contractors are required to register with the Official Main Exhibition Contractor.
- 2) All non-official contractors must possess valid Business Registration License, Workmen Compensation Insurance and Public Liability or and Third-Party Liability Insurance.
- 3) Construction materials are not allowed to be piled onto **NON-FREIGHT AISLE**, or obstruct fire exits and firefighting equipment. All materials must be kept within contracted booth space at all times.
- 4) Covered footwear must be worn at all times whilst working on site. No thongs, sandals or open-toed shoes are allowed.
- 5) No consumption of food items is allowed either at the back-of-house, loading docks, along Persiaran KLCC or in the public areas.
- 6) Material used for lining, drapes, overhead structure, or as part of the theme/display to the public must be rendered non-flammable as per BOMBA / Fire & Rescue Department of Malaysia requirements. The use of flammable material is strictly prohibited unless treated with fire retardant additives.
- 7) No persons under age 18 years old are permitted to enter or work on the premises.
- 8) The entire Centre Building including all indoor and outdoor is a no-smoking zone. This applies to use of electronic cigarettes and vaporisers.

- 9) All contractors and their employees are strictly prohibited from using the guest's toilet facilities or loitering at the lobby and guests' area.
- 10) All contractors must wear a pass supplied by the Event Organiser or the Official Exhibition Contractor all the times when entering the Centre.
- 11) All Malaysian workers must possess an Identity Card (IC) and all foreign worker must possess a valid work permit in order to obtain a contractor badge.
- 12) All contractors must ensure the removal of all debris, rubbish and packing materials from the premises.
- 13) Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
- 14) Proper scaffolding, including ladders and work platforms, must be used for any construction activities above 3m in height within the venue and must comply with the relevant safety and health regulations.
- 15) Any person working on scaffolding of 2 metres and above must be protected with appropriate personal protective equipment such as safety helmet, body harness, covered or safety shoes. Only competent and experienced personnel shall be allowed to erect and dismantle the scaffolding.
- 16) Unruly or unacceptable behaviour and violent acts are strictly prohibited. People acting without due care for others or not following directions of Security personnel may be evicted from site.
- 17) Any person caught committing unsafe work practises and or non-compliance activities will be prohibited from working in Kuala Lumpur Convention Centre.
- 18) The Centre's Security Department deals with all reported incidents. Any incidents occur during the build and tear down activity; the contractors should report to the Centre's Security Services which located at the Concourse Level.
- 19) Maximum height limit at the link Hall 3 service road is 3.5metres. Safety goal posts of 3.5metres in height are installed at the entrance and exit point of this service road. Only vehicles below 3.5metres in height are allowed to enter and/or exit through the safety goal posts to prevent possible damage to the ceiling.

- 20) Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the Exhibition Hall are **STRICTLY NOT ALLOWED**.
- 21) Alcohol is not permitted in the work areas, and no one is allowed to work while under the influence of drugs or alcohol.
- 22) Raised flooring must have **ROUNDED EDGES** or **PROTECTIVE COVERING TO THE SHARP EDGES**.
- 23) All decorations - drapes, fabric walls, signs, banners, acoustical materials or similar decorative materials used to construct the exhibition booth must be flame-retardant and must meet current fire regulations. Test certification must be available for inspection. Certificate of fire retardant and stand design plan **MUST** be submitted together.
- 24) Urinating in paint washing room or any unauthorized designation is strictly prohibited.
- 25) Preparation and cleaning of paints must be conducted in washroom located at ground floor, loading dock 2 and loading dock 4.
- 26) Contractor caught cleaning and disposing paint, chemical or build-up materials in the toilet bowl and washing basin will be penalised and liable to bear any cost incurred for rectifying the drainage system.
- 27) Any person with using abusive language, violent behaviour or committing unsafe work practises and or non-compliance activities will be prohibited from working in Kuala Lumpur Convention Centre immediately.

Note: *The Centre reserves the right to amend or update any procedures and requirements at any time. Any person found engaging in unsafe work practices or non-compliance activities will be subject to penalties and/or prohibited from working within the Centre.*

7. Exhibition Schedule

Build Up Period	
Official Contractor Move-in	18 th January 2026, Sunday 7:00am - 11:59pm

Non-official Contractor Move-in	18 th January 2026, Sunday 10:00am - 11:00pm <i>Note: Move-in by schedule</i>
Heavy & Large Equipment Move-in (For Freight Forwarder only)	18 th January 2026, Sunday 12:00pm - 3:00pm <i>Note: The schedule will be pre-assigned and will be communicated in due course, closer to the build-up date by Qube</i>
Exhibitors Move-in	18 th January 2026, Sunday 3:00pm - 9:00pm <i>Note: Exhibitors are not permitted to enter the exhibition hall before 3:00 pm as the area will not be deemed safe prior to that time.</i>
Exhibitors Registration/Collection of Exhibitor Pass and others	18 th January 2026, Sunday 2:00pm - 6:00pm Centre Core Registration Counter, Level 3 19 th – 21 st January 2026, Monday – Wednesday 8:00am – 6:00pm Registration Counter Hall 7A, Level 3
Exhibition Period	
Day 1 - 3	19 th – 21 st January 2026, Monday – Wednesday 9:00am. - 6:00pm
Trade Voucher Submission	19 th – 21 st January 2026, Monday - Wednesday 5:00pm – 6:00pm Registration Counter Hall 7A, Level 3
Packed Meal Collection	19 th – 21 st January 2026, Monday - Wednesday 11:30am – 2:00pm Hall 8C, Level 4 <i>Note: Exhibitors are required to collect their meals within the specified time. In accordance with food safety management practices, any packed meals not collected by the stated time will be disposed of.</i>

Dismantle Period	
Exhibitor Move-out	21 st January 2026, Wednesday 6:00pm - 7:00pm <i>Note: Exhibitors must vacate and clear their booths by 7:00 pm to allow the commencement of stand dismantling.</i>
Official & Non-official Contractor Dismantle	21 st January 2026, Wednesday 7:00pm - 11:00pm <i>Note: Dismantling of booths is strictly prohibited before 7:00 pm</i>

8. Exhibition Guidelines

8.1. Loading Bays

- The Centre's loading bays are located on ground floor. Vehicles to enter from Persiaran KLCC to the Centre's checkpoint (adjacent to Traders Hotel) and exit to Jalan Pinang.
- The loading bay service road is 8 metres in height and 6 metres in width at Loading Bay 1 and Loading Bay 2, with narrower sections behind the service road of Link Hall 3, Loading Bay 4 and Loading Bay 5. The narrow section behind Link Hall 3 has a low ceiling of only 3.8 metres in height. Safety goal posts of 4 metres in height are installed before and after the service road of Link Hall 3.
- There are twelve (12) dedicated sharing loading bays servicing Hall 6, 7 and 8, the width varies from 7 metres to 9 metres and 4.5 metres in height.
- Material handling accessed to Hall 6, 7 and 8 loading bay is via the existing service road checkpoint off Persiaran KLCC. There are three (3) freight lifts serving each of the levels. Dimension of the freight lifts can be referred to the [Technical Specifications](#).
- Only vehicles below 3.5 metres in height are allowed access to the loading bay service road.

- A 30-minute parking limit applies for drop-off/pick-up of goods during the move-in and move-out process. Vehicles are not permitted to park at the loading bays at any other time.
- Vehicles and their contents are the responsibility of the owner while at the loading bays.
- The Loading Bay area includes two paint washing rooms for cleaning purposes, one located at Loading Bay 2 and the other at Loading Bay 4.
- Due to the potential risks and dangers from the high level of activities during move-in/move-out process, only workers, exhibitors, contractors are allowed at the loading bay during this period.
- The unloading and loading of exhibitor materials for use in the exhibition halls should be conducted within the Loading Bay area only. Loading or unloading of exhibit materials through any other door is prohibited.
- Moving out of equipment and exhibits from the main entrance and hall entrances are prohibited.

8.2. Forklifts

- Only the official freight forwarder or the appointed contractor can operate forklifts in the Centre during an exhibition or event.
- A copy of the valid forklift driver's certification must be available for inspection when requested.
- Forklifts must be operated under the following conditions at all times:
 - Forklifts must be operated in a safe manner, at all times, and in accordance with the provisions of Factories and Machinery (Person in Charge) Regulation 1970, regulation 19.
 - Drivers must always operate forklifts at a walking pace when within the exhibition halls and must not exceed 10km per hour at loading bays and service roads.

- Forklifts are not allowed to lift loads which exceed their rated capacity.
 - Loads must be carried at low level wherever possible.
 - An experienced banksman must accompany a forklift operated in a narrow aisle with a load at high level.
 - Drivers must ensure that the safe working load of the forklift is not exceeded, that the load is suitable and that the combined load does not exceed the maximum floor loading of the venue.
 - Forklifts cannot be left unattended at any time with the key in the ignition.
 - Drivers are not permitted to lift any person on the forklift or carry passengers.
 - When not in use, forklifts must be parked at the designated space with brakes applied.
- Only Liquefied Petroleum Gas (LPG) powered or battery-operated forklifts are permitted to be used in the Centre. Please contact Centre's Event Coordinator if you have further enquiries about forklift usage.
 - Refer to [Technical Specifications](#) for details of the floor loading capacity KN/m² and freight lifts dimension.

8.3. Air Conditioning

All areas of Centre, excluding the car park, are air-conditioned. Air-conditioning is provided only from the commencement to the end of the event and not during build-up and tear-down.

8.4. Smoking

Smoking is prohibited in the entire Centre, including all indoor and outdoor areas. This also applies to the use of all electronic cigarettes and vaporisers.

8.5. Food and Beverage

- The Centre is the exclusive supplier of food and beverage for all events. All outside food and beverage are strictly prohibited in the Centre's premises.
- If exhibitor wishes to bring own coffee machine, an external handling fee will be incurred. For more info on the price and how to apply for the request, please contact Centre's Exhibitor Service Centre at exhservices@klccconventioncentre.com.

8.6. Noise Levels

- Hazardous noise levels can be described as those exceeding 85dBA. Common noise hazards arise from music whether un-amplified or amplified, motor sport or vehicle demonstrations, machinery and equipment exhibits and pyrotechnic effects.
- Music sound volume may be monitored by the Centre. Where this exceed acceptable levels, the nominated responsible person must comply by lowering the levels.
- Exhibitors should be considerate of neighbouring exhibitors when operating any machine, appliance and sound system. Exhibitors showing films, generating excessive noise or using audio visual aids that could impact adjacent exhibitors may be requested to minimise noise levels.
- Exhibitors that receive requests from the Organiser or the Centre to reduce the music volume or noise level must conform immediately or risk having the power to their sound system disconnected.

8.7. Care of the Building

- The Centre provides world-class facilities for the enjoyment of its patrons. These facilities are to be treated with due care at all times to maintain their condition.
- No attachments, fittings or detachments to the interior or exterior walls, floors, ceiling, or columns of the building should be applied without prior consent from the Centre. This includes any equipment or device that could

be affixed to, or suspended from any structure of the building, and attachments that could damage any surface or structure in the building.

- All necessary precautions should be taken to protect the fabric of the building from damage during the construction and dismantling of booths, decor and features.

8.8. Booth Activities and Product Demonstrations

- Exhibitors may not conduct demonstrations or activities that result in excessive obstruction of aisles or prevent ready access to neighbouring exhibitors' booths.
- The use of demonstration gimmicks, mimes, robots etc. on the aisles is prohibited at all times.
- The Centre's Coordinator must be informed of any proposed booth activities including demonstrations, autograph signings, celebrity appearances and so on. Exhibitor must submit full details including the risk assessment to the Centre's Coordinator at least fourteen (14) days prior to the event for any activities that pose risks to the health and safety of the public or any person.
- The Centre reserves the right to curtail any activity considered to be detrimental to public health and safety.

8.9. Drones and Remote-Controlled Devices

Remote-controlled flying objects are not permitted in the exhibition booths.

8.10. Advertising, Canvassing, Solicitation and Distribution

- Distribution or placement of pamphlets, brochures, or other marketing material in public areas and under car windscreen wipers or door handles on vehicles parked at the Centre's car park is prohibited.
- Without any prior approval, no exhibits, displays or advertising materials of any kind will be allowed in the Centre's public areas, basement parking or hallways.

- All display/content exhibits or advertising materials must be truthful and non-misleading, and contents that are political or religious in nature or that in the opinion of the Centre are offensive to local norms are prohibited.
- Touting is strictly prohibited in the Centre's public area including food court at the concourse level, the air-conditioned walkway and tunnel.
- Canvassing, exhibiting or distributing advertising matter outside the designated exhibition area is prohibited.
- Solicitation or demonstrations by an exhibitor must be confined to the exhibitor's own booth.
- Promotional floor stickers are not permitted on permanent carpeted floors, concrete and marble floors or walls.
- The Centre's Management reserves the right to have anything obstructing or restricting access to the above-mentioned areas and/or items removed at the exhibitors' cost, without liability for loss or damage.
- Exhibitors should be considerate of neighbouring exhibitors when soliciting attendees to visit their booths.
- Distribution of an exhibitor's printed advertisements must be done within the exhibitor's own space.

8.11. Machinery and Heavy Equipment

- Any piece of equipment, display, vehicle, or machinery to be displayed inside the Centre which weighs over two (2) tons must be approved by Centre no less than fourteen (14) days prior to move-in.
- Exhibitors who wish to display machines and equipment must have the display machine's weight assessed to conform with the centre's requirements.
- The above requirements are mandatory for health and safety reasons.

- Please see the Machine/Equipment above 2 Tons Permit for more information.
- Details of the floor loading capacity kn/m^2 can be referred to [Technical Specifications](#).

8.12. Electrical Connection

- Each electrical point provided is intended for one (1) item of equipment or machine on display. If used for lighting purposes, lighting connection charges will be applied.
- The use of multiple socket outlets is strictly prohibited to avoid any overloading and tripping. Exhibitors whose lighting fixtures are bound to have been the cause of trips in power supply will be responsible for all re-energisation charges.
- All electrical installation in the booth must be carried out by the electrical wiring contractor appointed by the official main contractor.
- The Centre reserves the right to withhold connection of power to a stand or to shut off power to a stand which does not comply with the electrical safety requirements or if it is deemed to be unsafe.

8.13. Dangerous Activities

- Exhibitors must provide full details of any potentially dangerous activities to be undertaken in the exhibition booth(s) to the event organiser.
- No such activities may be conducted during an exhibition without the event organiser and the Centre's approval which must be obtained before move-in day and which may be withheld at the Centre's absolute discretion.
- Activities conducted in exhibition booths must comply with fire, health and safety regulations.

8.14. Balloons

- Helium-filled balloons or other inflatable items can be used as part of the fixed features of exhibits, displays or booth decoration.
- Release of balloons are subject to approval. Charges will apply for retrieval of any balloons or inflatable items that escaped to the roof and/or for any damage to air-handling units.
- Helium-filled balloons are not allowed to be distributed in the Centre.

9. Emergency Response

9.1. Safety and Health Policy



KUALA LUMPUR CONVENTION CENTRE

POLICY

The Centre will exercise whatever authority is necessary to ensure the safety and wellbeing of the public in the event of an emergency. We will coordinate fully with emergency response services, building occupants, and the Centre's operations team to achieve these goals.

GENERAL INFORMATION

SAFETY & HEALTH POLICY

CONVEK MALAYSIA SDN BHD acting as the managing agent of the KUALA LUMPUR CONVENTION CENTRE provides meetings, incentives, conventions and event management services to both Malaysian and international customers.

CONVEK's objective is to support the long-term sustainability of the travel and tourism sector in Malaysia. However, we recognise that in providing the specialised services for this sector of business there is the potential to cause impacts throughout their life cycle by encouraging international and local participants to travel to our Convention Centre. In addition, our activities pose potential risks to the safety and health of the public, our employees, suppliers and contractors through physical, biological, chemical and other hazards created within our place of work and in the food, we serve.

It is our policy to identify those activities and services that have the potential to cause significant social impacts and/or create significant hazards and risks to the safety and health of the public, our employees, suppliers and contractors and to eliminate where practicable or reduce through treatment or other means their impact or the risk they pose.

Our approach to achieving sustainable outcomes starts with our commitment to complying with and exceeding, where practicable, the relevant Malaysian occupational safety and health legislation and other requirements set by Malaysian law. These requirements are related to our activities and social aspects, safety and health hazards and risks including those determined by our client and/or subcontractors.

Our overall objectives are to continually improve our social and safety and health performance. We will set measurable objectives and targets in terms of social improvements and aim for the elimination of work-related injury and illness. We are also committed to provide safe and healthy work place for the prevention of work-related injury and ill health that is appropriate to the purposes, size and context of ConveK and to the specific nature of our Safety and Health risks and opportunities.

Special consideration will be given to employing and empowering local employees and wherever possible sustainable services will be sourced locally in accordance with Fair Trade principles.

It is our policy to publish the results of our annual performance assessment and this social sustainability, safety & health policy through regular and effective communication with our guests, employees, suppliers, contractors, the local community and other interested parties. We also encourage them to participate in our social programmes, where practicable and to aid in our objective to support the long-term sustainability of the travel and tourism sector.

Our customers, employees, suppliers and contractors are encouraged to read, understand and maintain the intent of our policy within our organisation and to communicate this policy to all those who have an interest in our activities and the services we provide. We are also committed to implement consultation with our workers and emphasise the participation of our workers in safety and health matters.

This policy will be reviewed periodically along with the results of our safety and health performance and changes made to reflect our ongoing commitment to the safety and health of the public, our employees, suppliers and contractors.


JOHN BURKE
General Manager
Date: 27/02/2023



9.2. Emergency Conditions



KUALA LUMPUR CONVENTION CENTRE

EMERGENCY CONDITIONS

An **emergency** is defined as any condition that exists or is likely to occur, endangering the safety of occupants in the Centre. In the event of an emergency situation, it may become necessary to evacuate the facility following our Emergency Response Plan (ERP).

The most probable conditions requiring Emergency Response Plan are anticipated to be fire, bomb threat, chemical spills, people-related incidents such as assault, medical emergencies, building invasions and civil disturbances. However, natural disasters (earthquakes, flooding) and medical and health crisis (pandemic influenza, medical outbreaks), may arise, requiring the use of these emergency operating procedures.

The Kuala Lumpur Convention Centre's **SHE & Security Department** shall be responsible for communications and coordination with external emergency response services.

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9.3. Emergency Facility



KUALA LUMPUR CONVENTION CENTRE

FIRST AID ROOM

The Kuala Lumpur Convention Centre's First Aid Room is located at Level 3 and is equipped with basic medical equipment, such as, hospital beds with privacy curtains, an Automated External Defibrillator (AED), an eye wash station, a first aid box, wheelchairs, stretchers, a water dispenser, a refrigerator and a handicap toilet.

Please note that there is no dedicated medical personnel and consumable medicine available in this room.

Should anyone wish to utilise this facility, they are required to request access through their point of contact at the Centre.

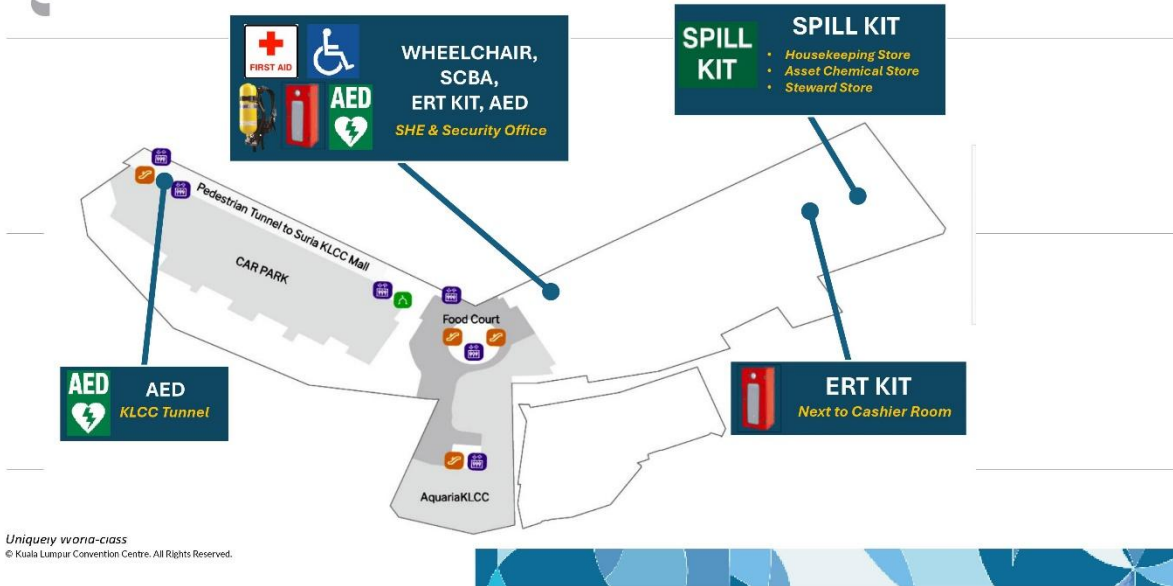


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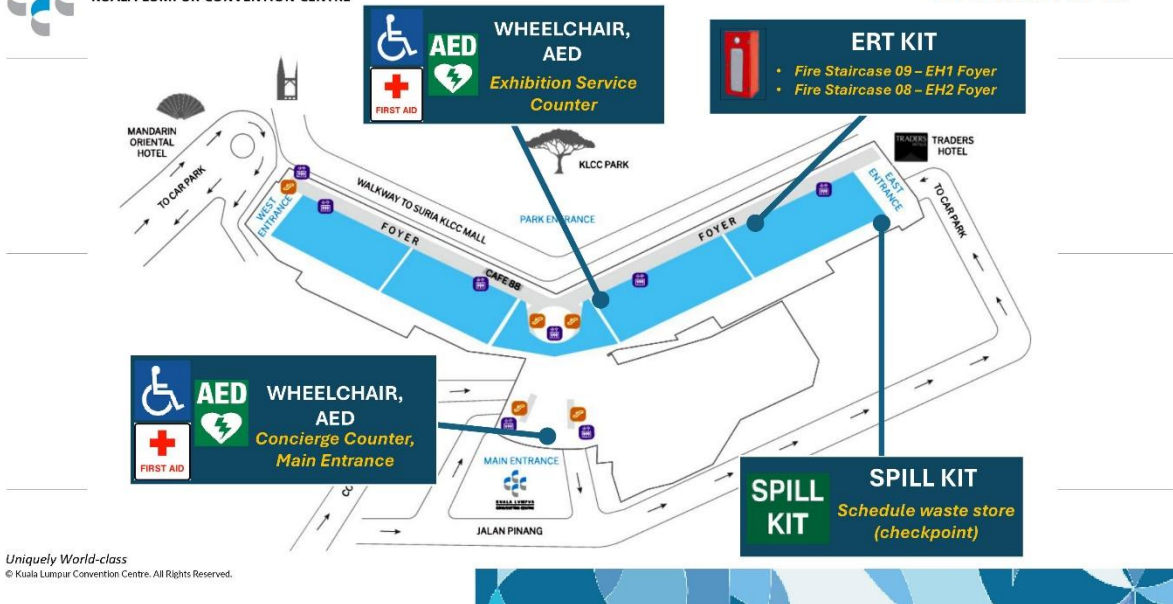
KUALA LUMPUR CONVENTION CENTRE

Concourse Level



KUALA LUMPUR CONVENTION CENTRE

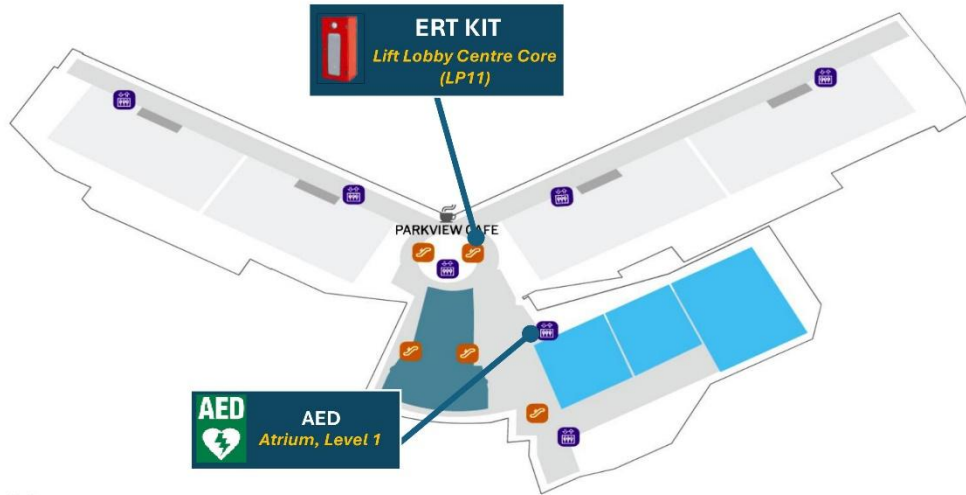
Ground Floor





KUALA LUMPUR CONVENTION CENTRE

Level 1, Centre Core

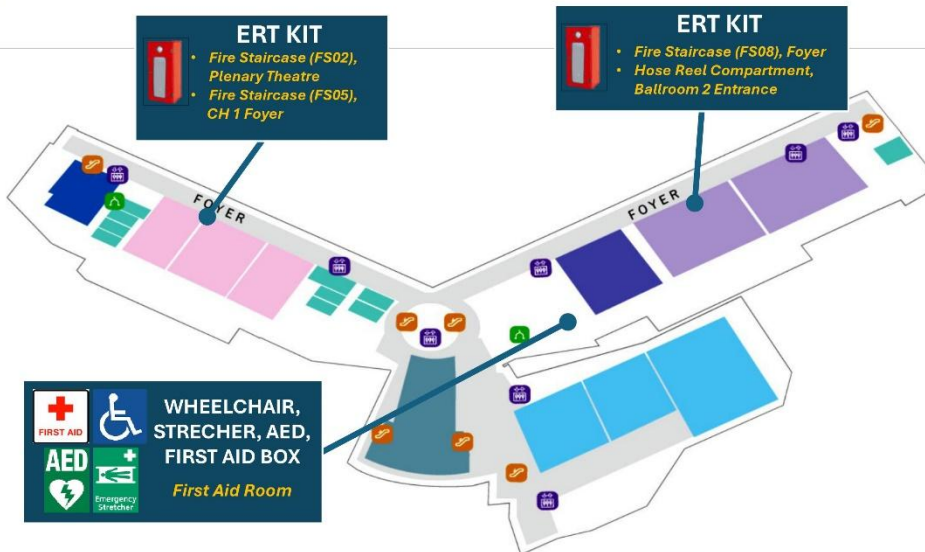


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Level 3

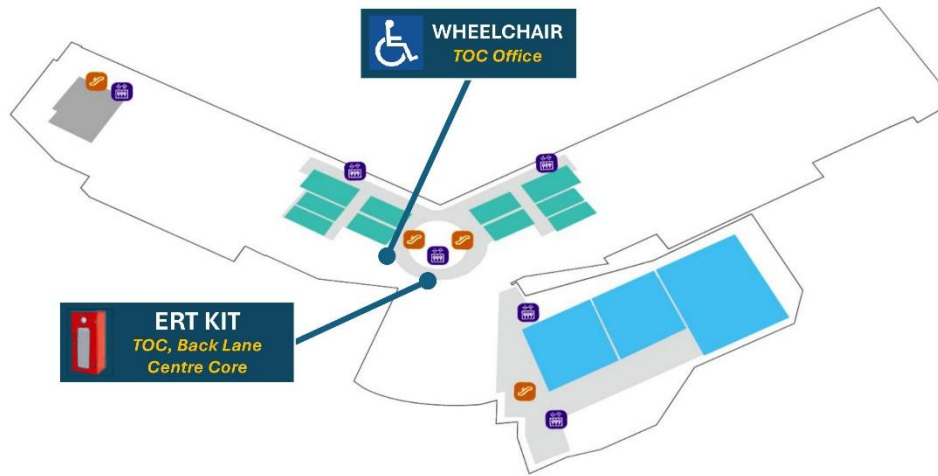


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Level 4



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9.4. Emergency Response Plan



KUALA LUMPUR CONVENTION CENTRE

WHAT TO DO IN EMERGENCY SITUATIONS

The following is a list of potential crisis situations. You should be aware of the procedures of this plan and report any suspicious activity to Security Department as soon as possible.

Bomb threat

- Take all implied threats seriously.
- Remain calm.
- Report the threat immediately at Security Counter located on Concourse Level (next to Kenny Rogers Restaurant).

If someone hands you a written threat

- Handle the note as little as possible to preserve fingerprints.
- Take the note to Security Counter.

If someone approaches you and says there is a bomb

- Ask as many questions as you can.
- Pay attention to the physical characteristics of this person: gender, clothing, facial, hair, voice, etc.
- Report it immediately at Security Counter located on Concourse Level (next to Kenny Rogers Restaurant).

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WHAT TO DO IN EMERGENCY SITUATIONS

Suspicious mail / package

- Do not approach or touch the suspicious package.
- **Do not use mobile phones or portable radios to notify of the situation.**
- Notify your nearest security officer on duty in person or by landline telephone.
- Cordon off the area to prohibit access by staff and participants.
- Await further instructions from the Centre.

Suspicious individual(s)

- Make note of the individual(s) description: gender, nationality, age, physical characteristics, unusual markings (tattoos, etc.).
- Notify your nearest security officer on duty immediately.

Theft

- In the case of theft, report the incident immediately to your nearest security officer on duty.
- Provide a brief and accurate description of the stolen article(s). Include the individual(s): gender, nationality, age, physical characteristics, unusual markings (tattoos, etc.) if known.
- Crimes against persons/property and bomb threats shall be coordinated between Security Department of Kuala Lumpur Convention Centre and the Royal Malaysian Police.

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WHAT TO DO IN EMERGENCY SITUATIONS

Weather related emergency

- Generally, weather related situations are preceded by a warning to allow ample time to protect the safety of attendees and exhibitors.
- Depending on your location in the Centre, move participants to an interior room or hallway on the lowest level.
- Move participants away from all windows and areas with glass.
- Keep telephone lines available for emergency use.
- Stay inside the Centre until instructed by the Emergency Response Team.
- Await further instruction from the Centre.

How to Respond When Confronted by An Armed Attacker

- Practice ESCAPE.HIDE.TELL concept.
- ESCAPE- Move quickly and quietly away from danger
- HIDE- Stay out of sight and silent your phone
- TELL- Call the Police when it is safe. Contact Dang Wangi Police Head Police Head Quarters (03- 2697 7099/ 999) at your earliest opportunity.
- When police arrived, follow their instructions. You will be evacuated when it is safe to leave the area.

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WHAT TO DO IN EMERGENCY SITUATIONS

IMPORTANT

- Do not use mobile phones or portable radios to communicate a potential bomb threat situation. Speak directly to security officer of the Centre or dial the emergency hotline at 555 (all in-house telephones) or 03-2333 2900 (mobile phones).

Disturbance and/or confrontation

- Report any disturbance or confrontation immediately to your nearest security officer on duty.
- Stay calm and be polite.
- Take all implied threats seriously.
- Do not engage in behavior that is confrontational or defiant.

Power outage

- Turn off all electrical equipment in use. Await instructions from the Centre.
- If necessary to evacuate the building, use stairwells instead of elevators.

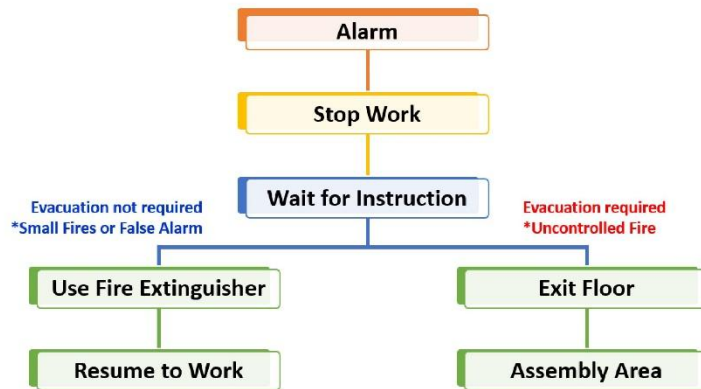
How to escape safely from the Centre

- In case of emergency, exit the building by using the nearest emergency exit or fire staircase.
- Never use lifts in an emergency evacuation.

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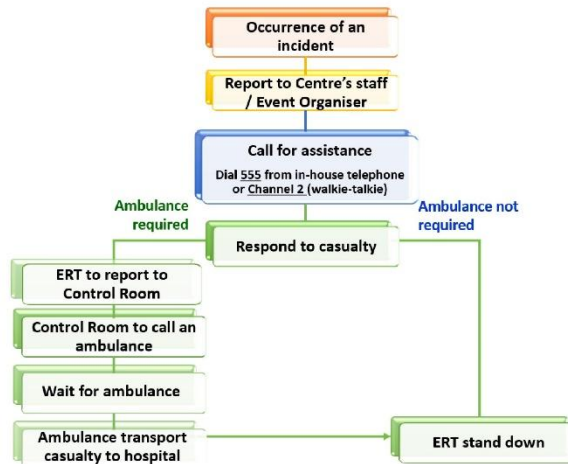
ACTION UPON HEARING FIRE ALARM



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ACTION INVOLVING MEDICAL CONDITION



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9.5. Emergency Contact Numbers

EMERGENCY CONTACT NUMBERS

*Dial **'555'** (via all in-house telephone) or **03-2333 2900** (via mobile phone)*

Location / PIC	Contact Number
Head of Safety & Security	012-688 3266
Safety, Health & Environment Manager	012-294 0753
Security Service Counter, Level Concourse	03-2333 2888 Ext: 2327
First Aid Room, Level 3	03-2333 2888 Ext: 2699
Prince Court Medical Centre (PCMC)	03 2160 0999
Hospital Kuala Lumpur (HKL)	03 2615 6705
Nexus Clinic, Wisma UOA 2	03-2163 5699
Malaysian Red Crescent (PBSM)	03-2141 8227
St. John Ambulance Malaysia	03-9285 5294 03-9283 3000
Dang Wangi Police Headquarters	03-2697 7099

**You may want to keep these contact details somewhere safe and handy*

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9.6. Assembly Area



ASSEMBLY AREA Near Masjid As-Syakirin, KLCC Park



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9.7. Points To Remember



POINTS TO REMEMBER

Upon hearing the evacuation announcement via Centre's PA system or as directed by Centre's Emergency Response Team, immediately look for these signs :



1. If evacuation is required, announcement will be made.
2. **Stay calm and wait for further instruction.**
3. **Exit the building by using the nearest emergency exit or fire staircase.**
4. **Follow instructions** by our Emergency Response Team.
5. **Never use lifts** in an emergency evacuation.

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10. Exhibitor Guidelines

10.1. Hand-Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment. Examples of acceptable hand-carried materials include boxes, suitcases or fibreboard shipping cartons, portable displays on wheels and small luggage bags. Two-wheel dolly loads, carts and crates are not hand-carried freight.
- Exhibitors may use the guest lifts to transport materials that can be hand-carried to their booths.

10.2. Loading and Unloading Procedures

- During a large-scale exhibition move-in/out, exhibitors will be required to go to the vehicle holding area (VHA) to queue for access to the Loading Bay.
- Access to Exhibition Halls will be via the Loading Bay which is under the supervision of the Centre's Traffic Marshals.
- Hand carry loading items is limited to cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height). Exhibitors will be held liable for property damage caused by vehicles exceeding the allowable height limit.
- Should exhibitors need assistance with move-in/out, they will be referred to the appointed official show freight forwarder and fees may apply.
- Vehicles are allowed to load/unload in the Loading Bay area but are not allowed to park in the Loading Bay. Once vehicles have unloaded, they must move to alternate parking locations.
- The loading and unloading procedures may vary; exhibitors are to refer to the official contractor to confirm the VHA procedures during exhibition move-in/out.

10.3. Deliveries and Freight

- The Centre does not have on-site storage and cannot accept freight and shipments on behalf of exhibitors.
- Exhibitors who choose to manage their own freight carrier to the venue during the specified move-in and move-out day, must notify the official contractor with the specific details of their movements.
- Advance deliveries and freight shipments are not permitted prior to the move-in date.
- Exhibitors' appointed transport carrier will not be allowed to unload at the Loading Bay area without going to the VHA first. The loading and unloading procedures may vary; exhibitors are to refer to the official contractor to confirm the VHA procedures during exhibition move-in/out.
- Use of your own forklifts, tow motors, cranes, dollies and pallet jacks are not allowed under any circumstances.
- In the event that exhibits (e.g. machinery, tools and equipment) are required to be moved-in/out and cannot be hand-carried, the official show freight forwarders must be used to handle them. These services will incur additional charges from the official show freight forwarder.

10.4. Move-in and Move-out

Sub-contractors and exhibitors are required to adhere to the timetable given, failing which they may be denied entry until a suitable time.

10.5. Security

- The Centre maintains twenty-four (24) hour general security around the building perimeter together with the provision of internal patrols. The Centre's control room is manned twenty-four (24) hours a day, seven (7) days a week. The primary function of the Centre's control room is to monitor security and offer surveillance.

- The Centre has overall control of all security systems and security procedures necessary to ensure the safety of all persons in the Centre at all times.
- Exhibitors and their staff will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Official Contractor. Please note that you may not use personnel from other security agencies.
- All personnel in the exhibition hall must wear identification badges at all times. Additional Exhibitor Passes and Temporary Work Passes can be obtained from the Organizer.
- For security and safety reasons, move-in or out of the exhibition during show hours is not permitted without the written consent of the Organizer.
- The Organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors or invitees, to leave and vacate the Exhibition venue as well as remove their Exhibition materials, if they should in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the Exhibition in any manner whatsoever.

10.6. Failure to Exhibit

In the event where any of the Exhibitors, having confirmed and fully paid to participate in the exhibition; but fails to exhibit, due to no fault of the Organizer, payment submitted would be forfeited. These terms cannot be varied under any circumstances.

10.7. Limitation of Liability

- Security will be arranged throughout the duration of the exhibition.
- The Organizer will do its utmost to ensure the security of the area.
- The Organizer shall not be liable for the safety and security of exhibitors, their employees, representatives, servants, agents, contractors or invitees, nor for any exhibit materials, articles, documents or other property of whatever kind, brought into the Exhibition venue at any time during the Exhibition.

- The Exhibitor shall bear all liability, costs and expenses due to any loss, injury or contractors or invitees as well as that of any third parties and members of the public, however caused as a result of any act, omission, default or negligence on the Exhibitors' part.

10.8. Insurance

- Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause.
- Exhibitors must ensure that all their staff and the staff servants, agents or contractors are insured against claims for workman's compensation.
- The period for which such insurance shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds and continues until he has vacated the exhibition grounds and all his exhibits and property have been removed.

Shipping Instruction by Official Freight Forwarder



CURIO PACK SDN BHD
(134457-M)



B-2-20, Leboh Batu Nilam 2, Bandar Bukit Tinggi, 41200 Klang, Selangor Darul Ehsan. MALAYSIA
☎ : +60 3 3325 3777 / 3585 / 3885 📠 : +60 3 3325 3666 ✉ : hq@curiopack.com.my
www.curiopack.com.my

SHIPPING INSTRUCTION

33rd MDA Scientific Convention and Trade Exhibition (SCATE) 2026 19th – 21st January 2026 KLCC, Malaysia



B-2-20, Leboh Batu Nilam 2, Bandar Bukit Tinggi, 41200 Klang, Selangor Darul Ehsan, MALAYSIA

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1. GENERAL INFORMATION

This manual will serve as a guideline for handling of exhibition freight particularly from overseas to exhibition in Malaysia. These instructions will assist the exhibitor to prepare proper and timely despatch of your exhibition goods to the exhibition hall for exhibition. We strongly suggest the exhibitor or their forwarder to read this manual in conjunction with the handbook issued by the Exhibition Organiser.

Curio Pack is experienced and knowledgeable to handle all types of exhibition freight and other logistics services. Our full range of services include: - Custom clearance, import/export documentation, transportation, on-site handling, provision of lifting equipment, storage of empty cases, and export freight arrangement etc.

With our agent worldwide, we can even arrange for a complete logistic package for your exhibition goods from your country up to exhibition hall in Kuala Lumpur, door to door. We recommend you to engage the services of our overseas agents to facilitate the movement of your exhibits. The list of our agents will be provided upon request. However, if you decide not to use the services of our nominated agents, we advise you to hand over this manual to your appointed freight forwarder for their information. It is important that the exhibition goods are consigned correctly. Failure to comply with the instructions and deadlines may delay or jeopardise your exhibits from display during the exhibition.

For more information, please contact us at: -

CURIO PACK SDN BHD
B-2-20, Leboh Batu Nilam 2,
Bandar Bukit Tinggi, 41200 Klang,
Selangor Darul Ehsan, Malaysia.
Tel: (603) 3325 3777
Fax: (603) 3325 3666
E-mail: ctngiam@curiopack.com.my

Shipping Instruction

MDA SCATE 2026

19th – 21st January 2026, KLCC

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2. ROUTE

Exhibition goods from overseas can be accessed to the exhibition hall by the following routes:

- Airfreight shipment via KLIA Airport
- Sea freight shipment can be imported via Port Klang
- Freight from Singapore either by the above mode of transport or we can arrange for door-to-door trucking services inclusive CCP and clearance at Johor Bahru.

3. ARRIVAL DEADLINES

In order to enable smooth and timely delivery of your exhibits to the exhibition stand to in accordance with the moving schedule, shipment should arrive as below deadlines.

- SEA CARGO

Document to be receive via email	18 th December 2025
Cargo arrive Port Klang	6 th January 2026

- AIR CARGO


Document to be receive via email	22 nd December 2025
Cargo arrive KUL Airport	6 th January 2026

- FILMS AND VIDEO TAPES

Invoice with films/video tapes	1 st December 2025
--------------------------------	-------------------------------


(All films and video tapes to be display at the exhibition require clearance from Malaysia Censorship Board. This process requires approximately 1 month of application before show date. The items can be send via email/web link)

All the shipping documents including invoices and packing lists must be faxed to the Curio Pack Sdn Bhd and the original documents must reach their office before the arrival of the shipment.



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4. **MODE OF TRANSPORTATION**

Goods for exhibition at KL can be imported either as Temporary Importation or Permanent Importation.

- **TEMPORARY IMPORTATION**

Goods for exhibition purposes only and to be returned to the country of origin or re-export after exhibition. Goods under temporary importation are not to be sold or disposed off without obtaining prior approval from customs authority.

Duties or taxes element, if any, for the goods intended for temporary importation can be covered by bank guarantee, which can be issued by the exhibitor or Curio Pack Sdn Bhd upon written instruction by the exhibitor.

- **ATA CARNET**

Besides bonding the duty/tax element by bank guarantee, exhibition goods can be imported by using ATA-CARNET. Unless having approval from Customs Department, all the exhibition goods imported via ATA-Carnet must be re-exported.

- **PERMANENT IMPORTATION**

Goods intended for ultimate use during or after the exhibition should be imported as permanent importation basis. Duties or/and taxes will be paid at the import station either Port Klang or KLIA Airport.

5. **DOCUMENTATION**

The documents required for clearance of goods for sea freight or airfreights are as below: -

- | | |
|--------------------------------|-------------------------|
| • Invoice | 2 Original and 2 copies |
| • Packing list | 2 Original and 2 copies |
| • Bill of lading/AWB | 2 Original and 2 copies |
| • Product catalogue/brochures | 1 Copy |
| • Insurance policy, if insured | 1 Copy |
| • Fumigation Certificate | 1 Copy |

Shipping Instruction

MDA SCATE 2026

19th – 21st January 2026, KLCC

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CURIO PACK SDN BHD
(134457-M)



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The invoice must be issued to: -

MDA SCATE 2026

C/o CURIO PACK SDN BHD
B-2-20, Leboh Batu Nilam 2,
Bandar Bukit Tinggi, 41200 Klang,
Selangor Darul Ehsan, Malaysia.

Invoice must be declared at their exact or fair market value in CIF Malaysia preferably in U.S. Dollars.

Below are some guidelines for issuing invoice: -

- Please do not use 'Proforma Invoice'
- All entry must be in English Language
- All the exhibition goods must include brochures and give away items be itemised and individual value given. Please do not indicate 'No commercial value or value for custom purpose only'
- All items listed in the packing list must tally with the invoice
- Full description of the goods must be given. Also indicate the model or serial number where applicable.
- The invoice must bear original signature.

Together we have attached a sample of a specially designed Combined Commercial Invoice & Packing to assist you in preparing the documentation. Please photocopy additional copies if not sufficient.

Shipping Instruction

MDA SCATE 2026

19th – 21st January 2026, KLCC

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8. NOTIFICATION OF SHIPMENT

For all exhibition goods scheduled to despatch via seafreight and airfreight, you must send pre-alert notice to our office. For airfreight shipment, the pre-alert notice must reach us at least 3 working days before the arrival of the flight. The pre-alert notice must indicate the following information:-

- The Airway Bill or Bill of Lading No.
- The flight No. or the vessel name/voyage No.
- The container no if any
- ETD and ETA of the flight or vessel
- No. of packages, gross weight and dimension
- A copy of AWB or OBL
- A copy of invoices

The pre-alert notice must be faxed to our office at facsimile No. (603) 3373 0055 and duly acknowledge receipt by us.

9. FUMIGATION

With effective 1st January 2010, **Ispm 15 endorsement & Fumigation is required** for all import shipments into Malaysia. All wooden packaging materials must be fumigated and ISPM No.15 endorsement mark /stamp on the wooden package.

A copy of Fumigation Certificate is required.

10. FREIGHT CHARGES

Unless otherwise agreed, all inbound freights must be PREPAID. Shipments arriving as freight collect are subject to additional 5% Currency Adjusting Factor (CAF) and 5% of service charges. The freight collect charges must be reimbursed to us prior to the delivery of the goods to the exhibition booth. Unless otherwise arranged, all the outbound shipment will be despatch under freight to collect basis.



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11. INSURANCE

All works undertaken by us are at the owner's risk. Insurance on exhibits is not included. We strongly recommend the exhibitor to obtain full comprehensive round-trip insurance for their exhibits. The exhibitor should bring a copy of insurance policy or cover note. The exhibitors are free to use their own underwriters. However, CURIO PACK SDN BHD or their agent can offer a comprehensive door-to-door insurance programme (including exhibition period). Kindly send all details to our office should you require our service on such insurance. Neither CURIO PACK nor the organiser will accept responsibility for any loss or damage or part thereof of the exhibition goods or equipment, prior, during and after the exhibition.

12. SOLD EXHIBITS OR GOODS FOR LOCAL DEMONSTRATION

Exhibition goods which imported under temporary importation basis are not allowed to be removed from exhibition hall until proper custom documentation is done. The exhibitor must inform us the details of the buyer or agent before the end of the exhibition in order us to advise them regarding the procedures, duties/taxes involved.

13. RETURNED EXHIBITS AND DISPOSAL INSTRUCTION

The disposal Instruction Form must be completed by the exhibitor before the closing of the exhibition. All returned exhibits requiring different routing must be clearly stated in the Disposal Instruction Form.

Please take special note when handling the disposal of small items. It is advisable that the small parcel is made known to the on-site supervisor. If possible, the parcel should be brought to our site-office for personal attention. Please contact our on-site supervisor if you require further assistance.

Please obtain the sticker/label from the on-site personnel and the final destination must be clearly marked for all returned exhibits. All the details of the Disposal Instruction Form must be fully completed and duly signed by the exhibitor and the duly authorised agent.



14. CONTROLLED / LICENSED EXHIBITS

- Automotive exhibits
- Electronic exhibits
- Food and Beverages exhibits
- IT Networking / Telecommunication Equipment
- Homeland Security Devices
- Cosmetic / Pharmaceutical exhibits
- X-ray exhibits demands (Atomic Energy **Licensing** Board (**AELB**))
- Medical Equipment

If any exhibits which falls into above categories, please provide us with details approximately 2 months before delivery date to obtain necessary import license ahead of time. However, the approval of import license are subject to be granted by respective government agencies.

15. COURIER CONSIGNMENTS

We can assist with courier consignments which requires temporary storage prior delivery on the stipulated date permitted. However, we would not recommend the use of courier shipments for exhibition as Curio Pack Sdn Bhd does not involve with the custom clearance and delivery schedule.

16. LARGE AND HEAVY EXHIBITS RETRICTIONS

Exhibits exceeding dimension 500cm (L) x 230cm (W) x 230cm (H) and weight of 2000kg these limits are subject to separate arrangement and price. All decision of usage of lifting equipment (such as crane and forklift) to offload the exhibits is at the discretion of exhibition venue for acceptance. Exhibitor must abide by their decision.

11. Exhibitor Checklist

No	Forms	Deadline	Return To
1	Exhibitor Pass Online Registration	2 nd January 2026	MDA
2	Qube Online Service Centre	19 th December 2025	QUBE
3	Freight Request Form	16 th December 2025	CURIO
4	Hazardous Substance Permit	4 th January 2026	KLCC
5	Liquefied Petroleum Gas Permit	4 th January 2026	KLCC
6	Machine Equipment Above 2 Tons Permit	4 th January 2026	KLCC
7	Air Compressor Permit	4 th January 2026	KLCC
8	Exhibitor Service Centre Online Portal	4 th January 2026	KLCC

12. Appendix

12.1. Exhibitor Pass Online Registration

Exhibitor Registration Information

- I. A registration link will be sent on **1 December 2025** to the contact person listed in the booking form.
- II. The registration link may be forwarded to another party to complete the registration on behalf of the exhibiting company.
- III. Exhibitors may register more personnel than their booth entitlement (each booth is entitled to **3 exhibitor passes**).
- IV. Once registration is completed, a **confirmation email** will be sent to you.
- V. Any registration beyond the entitled number of passes will be considered as **additional passes**. A **proforma invoice** will be issued and sent to the respective company for payment.

REMARKS:

- Please note that **exhibitor details entered cannot be edited once submitted** and consider final.
- Exhibitors are **strongly encouraged to complete the registration in advance** to avoid long queues during the move-in day.
- Exhibitor pass, meal vouchers and conference bag (booth entitlement) will be collectable on **18 January 2026, Sunday** at Centre Core Registration Counter, Level 3
- If you **do not receive the registration link by 1 December 2025**, please contact us at **tradeexhibition@mda.org.my** or **+60 12 264 6766**.

12.2. Qube Online Service Centre

	<p>For Enquiries: Tel: +6(0)3 6151 9973 Fax: +6(0)3 6151 3673 Email: operation@qube.com.my</p>
---	--

Qube Online Service Centre

Qube online service centre is available for exhibitor to submit exhibition requirement. below form to make your experience smoother and more efficient.

The form that is available online as below:

- 1. Booth Type:**
Select either Raw/Bare Space or space with Shell Scheme Booth
- 2. Shell Scheme Booth Fascia Name Form**
Company Name to be displayed on exhibition booth
- 3. Furniture Rental Form**
For additional furniture rental
- 4. Lighting & Power Form**
For additional lighting and power requirement
- 5. Audio Visual Form**
For audio visual equipment add-on
- 6. Printing Items Appendix Form**
For all printing related matters

Upon registering your booth, you will receive a login details email from Qube. Please submit the forms before **19th December 2025** to avoid a 30% late surcharge. A 50% surcharge will be applied for onsite orders.

If you do not receive the login details or encounter any issues with the system, please email operation@qube.com.my.

12.3. Hazardous Substance Permit



KUALA LUMPUR CONVENTION CENTRE

PAGE 1 OF 2

HAZARDOUS SUBSTANCE PERMIT

Please email the completed form to the Centre's Co-ordinator fourteen (14) days prior to the event.

CONTACT DETAILS

Event Name	
Event Date	
Venue/ Hall	Booth Name
Person in Charge	Booth No
Email	Mobile No

A) TERMS & CONDITIONS

1. All containers of hazardous chemicals must be labelled as per the requirements specified in the [Occupational Safety and Health \(Use and Standard of Exposure of Chemical Hazardous to health\) Regulations 2000, Part VI, Labelling and Relabeling](#), and the [Occupational Safety and Health \(Classification, Labelling and Safety Data Sheet of Hazardous Chemical\) Regulations 2013, Part IV, Labelling](#). Any unlabelled or incorrectly labelled material will be removed from the site.
2. Hazardous substance(s) or chemical(s) must be stored in a manner that will prevent unauthorised access.
3. Only well-trained persons are permitted to handle the chemical(s), and the correct personal protective equipment (PPE) must be provided and worn.
4. All spillages or incidents must be reported to the Centre immediately.
5. All other statutory requirements related to safety and risks in standard permanent workplaces not mentioned above also apply.
6. If, at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may, at its sole and absolute discretion, add or remove any restrictions to the use or application of this permit.



HAZARDOUS SUBSTANCE PERMIT

B) Please complete the form below:

1. What are the substances or chemicals that will be used?

2. What is the quantity that will be brought on site?

3. How will the substance(s) or chemical(s) be used on site?

4. Who is the person responsible for the machine or equipment, and will be stationed at the event at all times?

C) Please attach the documents listed below together with this permit:

1. A current copy of the Safety Data Sheet (SDS) for each product containing hazardous substances.
2. A copy of the risk assessment information document specific to any activities that use or involve hazardous substances.
3. A video and / or graphic guide on how the substance(s) will be used.

I hereby agree to comply with and follow the terms and conditions.

Name

Designation

Date

******* CONVENTION CENTRE USE ONLY *******

Issued by

Comment

Date

Uniquely World-Class

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Version 2.0 / Date: 08/04/2024

12.4. Liquefied Petroleum Gas Permit



LIQUEFIED PETROLEUM GAS PERMIT

Please email the completed form to the Centre's Co-ordinator fourteen (14) days prior to the event.

CONTACT DETAILS

Event Name	
Event Date	
Venue/ Hall	Booth Name
Person in Charge	Booth No
Email	Mobile No

A) TERMS & CONDITIONS

1. Only one (1) unit of a 14 kg LPG cylinder are allowed in each exhibition booth.
2. If you require more than one cylinder, a copy of a risk assessment information document must be submitted.
3. All LPG cylinders must be removed from the exhibition floor via the back of the house access.
4. For overnight storage, all LPG cylinders must be stored at the checkpoint next to the scheduled waste store.
5. No naked flames are permitted within one (1) metre of LPG cylinders.
6. A fire extinguisher (ABC type) and a fire blanket must be provided at the booth, with staff trained for their use.
7. If, at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may, at its sole and absolute discretion, add or remove any restrictions to the use or application of this permit.



LIQUEFIED PETROLEUM GAS PERMIT

B) Please complete the form below:

1. What is the reason and purpose for using LPG?

2. How much LPG will be used on site?

I hereby agree to comply with and follow the terms and conditions.

Name

Designation

Date

***** CONVENTION CENTRE USE ONLY *****

Issued by

Comment

Date

12.5. Machine Equipment Above 2 Tons Permit



MACHINE EQUIPMENT ABOVE 2 TONNES PERMIT

Please email the completed form to the Centre's Co-ordinator fourteen (14) days prior to the event.

CONTACT DETAILS

Event Name	
Event Date	
Venue/ Hall	Booth Name
Person in Charge	Booth No
Email	Mobile No

A) TERMS & CONDITIONS

1. The exhibitor must appoint the show's official freight forwarder for any unloading and delivery of the machine or equipment to the booth, which requires the use of on site lifting equipment. (e.g. forklift, crane, etc.)
2. Liaise with the show organiser for the move-in / out schedule of the machine or equipment and the issuance of a gate pass.
3. The exhibitor must barricade, cordon off and guard any machine or equipment that is operated for demonstration to ensure that the public cannot come into contact with the said machine or equipment in order to protect the public and the operator.
4. The exhibitor must ensure that no machines or equipment, used for demonstration or display, protrude onto the aisle.
5. Only well-trained staff may undertake any demonstration of machinery or equipment. Exhibitors must ensure that suitable PPE is worn by the operator at all times.
6. If, at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may, at its sole and absolute discretion, add or remove any restrictions to the use or application of this permit.



MACHINE EQUIPMENT ABOVE 2 TONNES PERMIT

B) Please complete the form below:

1. What type of machine or equipment will be used?

2. What is the weight of the machine or equipment that will be used on site?

3. What is the required floor loading capacity per sqm for the machine or equipment, while static or moving?

4. Will there be a demo on site? How much power supply is required?

5. Who is the person in charge and responsible for the machine or equipment, who will be stationed at the event at all times?

C) Please attach the documents listed below together with this permit:

1. A floor plan showing the machine or equipment display location.
2. The floor calculation method and solutions if the machine or equipment exceeds the venue floor facility.
3. A copy of a risk assessments information document for any activities that use or involve the machine or equipment, and for the machine or equipment that will be used for demonstration.
4. A demo video of the machine or equipment. (If applicable)

I hereby agree to comply with and follow the terms and conditions.

Name

Designation

Date

******* CONVENTION CENTRE USE ONLY *******

Issued by

Comment

Date

12.6. Air Compressor Permit



KUALA LUMPUR CONVENTION CENTRE

PAGE 1 OF 2

AIR COMPRESSOR PERMIT

Please email the completed form to the Centre's Co-ordinator fourteen (14) days prior to the event.

CONTACT DETAILS

Event Name	
Event Date	
Venue/ Hall	Booth Name
Person in Charge	Booth No
Email	Mobile No

A) TERMS & CONDITIONS

1. Only tanks in good condition and free from any defects or damages are allowed on site.
2. Only unfired pressure vessel air compressors are permitted on site.
3. Air compressors must be operated by authorised and well-trained personnel.
4. Equipment must be switched off at the end of the day of the event.
5. All pipes, hoses and fittings must comply with the approved specifications stipulated in the Factories and Machinery (Steam Boiler and Unfired Pressure Vessel) Regulations 1970.
6. All other statutory requirements related to safety and risks in standard permanent workplaces not mentioned above shall apply.
7. If, at any time, an activity or operation is considered non-compliant, unsafe or poses any risks to any persons or the environment, the Centre's representatives have the right to immediately postpone or cancel the activity until the issue is rectified. Please note that at any stage before or after this permit is approved, the Centre may, at its sole and absolute discretion, add or remove any restrictions to the use or application of this permit.

AIR COMPRESSOR PERMIT

B) Please complete the form below:

1. Why is an air compressor being used?

2. What is the horsepower (HP) of the compressor that will be used on site?

3. Who is the person in charge and responsible for the air compressor who will be stationed at the event at all times?

C) Please attach the documents listed below together with this permit:

1. A copy of the risk assessment information document specific to all activities using an air compressor.
2. A current copy of an approval certificate from the Department of Occupational Safety & Health for each compressor:
 - a) For an existing, in-use compressor, submit a valid PMT. Refer to the [FMA 1967, Factories and Machinery\(Notification of Fitness and Inspection\) Regulations, 1970, Section 10\(1\)](#).
 - b) For a new compressor or prototype, submit a valid approved design and refer to the [DOSH website - Design Approval and Authorisation](#).
3. A copy of the technical specifications of each compressor. (To include photo or video, if any)

I hereby agree to comply with and follow the terms and conditions.

Name _____
 Designation _____
 Date _____

******* CONVENTION CENTRE USE ONLY *******

Issued by _____
 Comment _____
 Date _____

12.7. Exhibitor Service Centre Online Portal

Exhibitor Service Centre

The Kuala Lumpur Convention Centre’s Exhibitor Service Centre Portal is an online shopping platform where exhibitors can place orders for food and beverage and other products and services deliverable to the booth during exhibition.



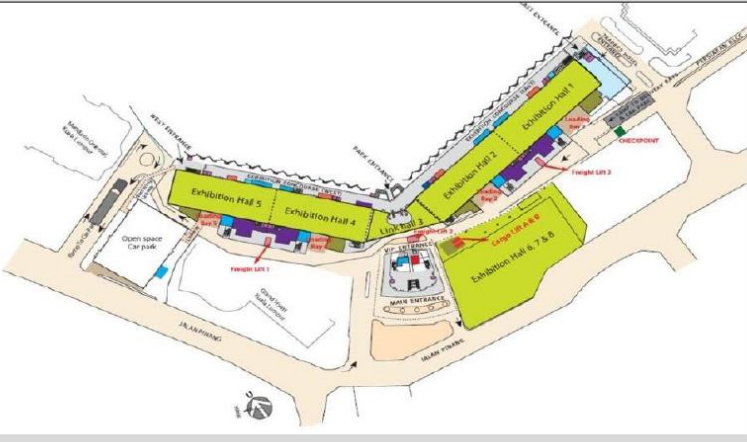

Exhibitor Services Portal

All exhibitors are entitled to special incentive rate for order before **11 January 2026, Sunday**. Food & Beverage Orders will be closed on 12 January 2026, Monday. Surcharge of 30% will be imposed by the Convention Centre for any order after 11 January 2026, Sunday. Please refer to the below list of items provided by KLCC

Please click [HERE](#) to make your order. All online order will be closed on **18 January 2026, Sunday**.



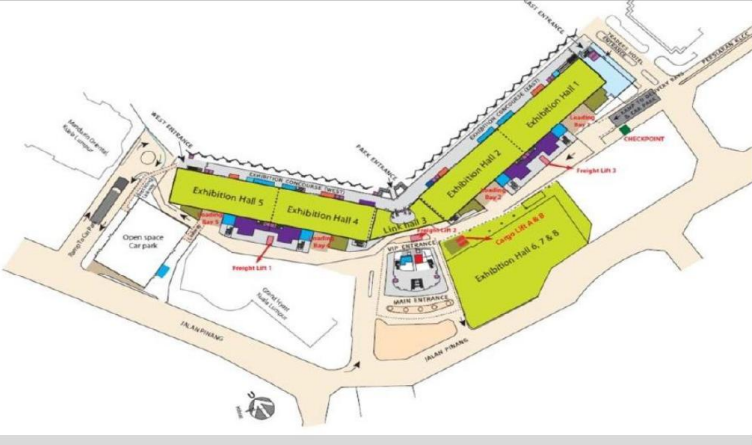

ITEM	DESCRIPTION
Audio Visual	LCD
	Tripod Screen
Food & Beverage Orders closed on 12 January 2026	Booth Catering
	Packed Meal
	Beverage
	Catering Service Staff
	PWP Booth Catering
Rigging Services	Hanging Banner
	Hanging Object
	Rigging Guidelines
Internet Services	Wired Internet for 1 – 2 Days Usage
	Wired Internet for 3 – 4 Days Usage
	Wireless Internet for 1 -2 Days Usage
	Wireless Internet for 3 - 4 Days Usage
Potted Plants	Potted Plants (3ft – 4ft) 4 Days Usage
Stand Cleaning	Booth size 0 – 9 sqm
	Booth size 10 – 40 sqm
	Booth size 41 – 80 sqm
	Booth size 81sqm and above
Water Supply to Booth (Dedicated)	Cold Water Supply – One time
	Cold Water Supply with Inlet (25mmD) – Continuous
	Cold Water Supply with Inlet (25mmD) and Drainage (40mmD) Pipe– Continuous
	Cold Water Supply with Inlet (25mmD) and Drainage (40mmD) Pipe– Continuous with grease trap

12.8. Vehicle Entry Pass (Exhibitor Move-In)

	<p>VEHICLE ENTRY PASS (Exhibitors)</p>	 KUALA LUMPUR CONVENTION CENTRE
<p>Event Name: MDA - Scientific Convention & Trade Exhibition (SCATE) 2026</p>		
<p>Move-in Date : 18 January 2026</p>	<p>Move-out Date : N/A</p>	<p>Check Point Opening Hours : 3 PM – 9 PM</p>
<p>Booth Name :</p>	<p>Booth Number :</p>	<p>Venue/Hall Number: Hall 7</p>
<p>Exhibitor Name :</p>	<p>Mobile Number :</p>	<p>Vehicle Plate Number:</p>
<p>Driver Name :</p>	<p>Mobile Number :</p>	
<p>CHECK POINT AREA</p>		<p>CHECK-POINT</p>
<p>Security Usage :</p>		<p>ENTRY TIME:</p> <p>(To be completed by security at check point)</p>
<p>• Vehicle entering the loading dock area must not exceed 20 feet in length and 12.5 feet in height</p>		<p>EXIT TIME :</p> <p>(To be completed by security at exit point) Please return this pass to security at exit point.</p>
		<p>QR Code for CONVEX Check Point (WAZE)</p> 

Note: Kindly fill up and print out the hardcopy per vehicle entry to show to security guards at Vehicle Holding Area (VHA) parking space / centre's checkpoint. Please have it always display it on the windscreen.

12.9. Vehicle Entry Pass (Exhibitor Move-Out)

	<p>VEHICLE ENTRY PASS (Exhibitors)</p>	 KUALA LUMPUR CONVENTION CENTRE
<p>Event Name: MDA - Scientific Convention & Trade Exhibition (SCATE) 2026</p>		
<p>Move-in Date : N/A</p>	<p>Move-out Date : 21 January 2026</p>	<p>Check Point Opening Hours : 6 PM onwards</p>
<p>Booth Name :</p>	<p>Booth Number :</p>	<p>Venue/Hall Number: Hall 7</p>
<p>Exhibitor Name :</p>	<p>Mobile Number :</p>	<p>Vehicle Plate Number:</p>
<p>Driver Name :</p>	<p>Mobile Number :</p>	
<p>CHECK POINT AREA</p>		<p>CHECK-POINT</p>
<p>Security Usage :</p>		<p>ENTRY TIME:</p> <p>(To be completed by security at check point)</p>
<p>• Vehicle entering the loading dock area must not exceed 20 feet in length and 12.5 feet in height</p>		<p>EXIT TIME :</p> <p>(To be completed by security at exit point) Please return this pass to security at exit point.</p>
		<p>QR Code for CONVEX Check Point (WAZE)</p> 

Note: Kindly fill up and print out the hardcopy per vehicle entry to show to security guards at Vehicle Holding Area (VHA) parking space / centre's checkpoint. Please have it always display it on the windscreen.

12.10. Location of Loading Bay, Checkpoint and Freight Elevator



12.11. Map to Kuala Lumpur Convention Centre

