

## 5. Services for Exhibitors

### 5.1 Official Freight Forwarder

**FM Global Logistics** is the Official Freight Forwarder and Customs Brokers for the Asian ENV Expo 2020 trade fair on Environmental Protection and can provide a comprehensive range of services including: customs clearance, insurance and transportation.

The agreed shipping arrangements between the Official Freight Forwarder and the individual exhibitor will ensure that exhibits and all related articles arrive at the Exhibition Centre well in advance of the exhibition date to provide for customs clearance, transportation and unpacking procedures.

Overseas exhibitors or authorised agents should apply to the address listed below for full information on forwarding procedures. The Official Freight Forwarder will issue individual Exhibition Transport Guidelines to exhibitors.

#### **Important**

Please **do not** consign shipments to the Kuala Lumpur Convention Center (KLCC) or to Asia ENV Expo.

#### **FM GLOBAL LOGISTICS (M) SDN. BHD.**

(Company No. 85740-U)

PORT KLANG (OCEAN)

Address : Lot 37, Lebuhr Sultan Mohamad 1, Kawasan Perindustrian Bandar Sultan Suleiman, 42000 Port Klang, Selangor, Malaysia.

Email : [gen@fmgloballogistics.com](mailto:gen@fmgloballogistics.com) , [enquiry-my@fmgloballogistics.com](mailto:enquiry-my@fmgloballogistics.com)

Tel : 603-3176 1111 (Export & Sales) , 603-3176 8 (Import)

Fax : 603-3176 2188

## 5.2 Printing Service in Kuala Lumpur

**KL Printing** service in Kuala Lumpur is well known for its quality, reliability and competitive pricing. Exhibitors only need to bring their designs in CD-Rom and digital or offset printing can be arranged right here for catalogues, flyers, manuals and name-cards etc. Handling and freight costs are saved and last minute update is possible. <https://www.klprinting.com.my/>

## 5.3 Temporary Staff/Interpreter Agencies (For reference only)

Exhibitors are not required to use the service of any of the below mentioned agencies. This list is provided purely for the convenient reference for the Exhibitors. The Organisers assume no responsibility for the competence or integrity of the agencies listed and Exhibitors are advised to exercise normal business precautions as dealing with any service suppliers.

**Adecco Malaysia:** <https://www.adeco.com.my/>

**Randstad Malaysia:** <https://www.randstad.com.my/>

**EPS Malaysia:** <https://eps.my/>

**Allegis Global Solutions:** <https://www.allegisglobalsolutions.com/>

**Kelly Services Malaysia:** <https://www.kellyservices.com.my/>

## 5.4 List of Stand Contractors' in Kuala Lumpur

For List of stand contractors in Kuala Lumpur, please refer to a separate booklet titled 'Directory of Exhibition Stand Contractors in Kuala Lumpur 2020' by request.

## 5.5 Security Services

Exhibitors may elect to hire security guards for their own purposes during the fair period. Under the Standard Terms and Conditions of License of the Kuala Lumpur Convention Center (KLCC), exhibitors may procure additional security guards from the official security contractor only. Please contact the Operations Department of the KLCC. Requests must reach the KLCC at least three weeks before the Fair, otherwise a late order surcharge will be levied.

## **5.6 Stand Cleaning**

The Organisers will be responsible for the general cleaning of stands (excluding exhibits) and hall passage way each day after the Exhibition.

## **5.7 Public Parking**

The KLCC Parking Bay is a 24/7 basement parking bay operated by KLCC Parking Management SDN BHD. The KLCC parking rate costs RM5 for the first hour and RM4 for the subsequent hour thereof from Monday to Saturday. There is a maximum rate of RM17 from 5 pm to 5 am from Monday to Friday. On Saturday after 12 pm, Sunday and public holidays, you can park there for RM5 for the first 3 hours and RM4 for the subsequent hour thereof.

## **5.8 Security Precautions**

The Organisers and the Exhibition venue management will take all reasonable measures to provide a secured environment for Exhibitor's display and business conduction. However, it is not possible to solely rely on the Organisers' efforts to prevent loss of items stored or displayed within the confines of an exhibitor's booth. Exhibitors are required to observe the following guidelines strictly.

### **Manning of Booth**

Exhibitors' stand must be fully manned at all times by alert staff. Never leave property unguarded, even for a few seconds. Entertain all customers entering the stand closely and present minimum items each time.

### **Report Crime**

In the event of any emergency and suspicion, exhibitors should report immediately to:

- (a) the Organisers (Asia ENV Group and Asia ENV Expo) staff at Fair Management Office
- (b) KLCC (security control extension 1200)

## **5.9 Free Publicity Arrangement**

Exhibitors are encouraged to promote their companies or products by supplying around 30 sets of press kits (including press release and photos) to the "Media Centre" on the first day of the



fair. International and local media can freely collect materials available there for their reference and use. This service is free of charge for Exhibitors. Whether your materials will be picked up for publishing is totally at the media's discretion. All submitted materials will not be returned.

### **5.10 Free Wireless LAN Service**

Kuala Lumpur Convention Center provides free Wi-Fi service (limited to 20 minutes), you will be able to connect with the internet at your booth with your laptop and a wireless LAN adaptor. The procedures and details will be provided in your check-in circular. To ensure seamless connection throughout the fair period, it is recommended to order a separate broadband line by filling up our order form (Form 5).