

## TECHNICAL SPECIFICATION FOR EVENT PACKAGE AND ACCOMODATION

## MALAYSIAN BRAND FORUM 2014

25 SEPTEMBER 2014 (8.00 AM – 2.00 PM) (Half Day)

Bil.	Description	COMPLIANCE (YES/NO)
	<p><b><u>Seminar package (500 pax)</u></b></p> <ul style="list-style-type: none"> <li>- Half day seminar package for 500 pax</li> <li>i) Welcome coffee and 2 light snacks – during registration of participants</li> <li>ii) Morning coffee and 2 snacks – after launching of Forum</li> <li>iii) Lunch for 500 pax (dome) with two (2) VIPs table</li> <li>- Nine (9) single sofa in Holding Room</li> <li>- Light refreshments in Holding Room</li> <li>- Classroom seating for 400 pax</li> <li>- Theatre seating for 100 pax</li> <li>- Three (3) single sofa including one (1) yellow sofa and coffee table for Royalty and VVIPs on stage</li> <li>- Five (5) single sofa</li> <li>- Three (3) Rostrums</li> <li>- Three (3) mic for each rostrum; one (1) with yellow covered mic</li> <li>- Registration table with decoration</li> <li>- Two (2) information booths</li> <li>- Red carpet from VVIPs entrance to Holding Room and to function hall</li> <li>- Secretariat room during rehearsal and event day Refreshments for HRHs' outriders (50 pax)</li> </ul> <p><b><u>Note:</u></b></p> <p>Preparation of the hall should be completed before the full rehearsal scheduled at 3.30 pm, a day before the event.</p>	
2.	<p><b><u>Rehearsal</u></b></p> <ul style="list-style-type: none"> <li>- Full day rehearsal one day prior to event date</li> <li>- Running Coffee &amp; Tea for 50 pax</li> <li>- Dinner 30 pax for Secretariat, emcee, moderator and speakers prior to the event</li> </ul>	
3	<p><b><u>Press Conference</u></b></p> <ul style="list-style-type: none"> <li>- Theatre seating for 30 pax</li> <li>- 3 single sofa for VVIP</li> <li>- 1 coffee table</li> </ul>	

4	<p><b><u>Accommodation</u></b></p> <ul style="list-style-type: none"> <li>- Two (2) Standard Suite for Chairman &amp; CEO of SME Corp Malaysia</li> <li>- Two (2) Deluxe Room for Speakers</li> <li>- Ten (11) standard rooms twin sharing (rate not higher than RM500 nett per room)</li> </ul>	
5	<p><b><u>Others</u></b></p> <ul style="list-style-type: none"> <li>- Two (2) cordless mic for Q &amp; A session</li> <li>- Built-in LCD (Text &amp; design) signage at foyer entrance</li> <li>- Portable stage appropriate to the function complete with decoration &amp; potted plants</li> <li>- Able to accommodate royalties requirement &amp; setup</li> </ul>	

**I / We hereby declare that the information given is true:**

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**Name** :

**Designation** :

**Date** :

**Seal of Company** :