

EXHIBITOR SERVICES MANUAL

EAGE/FESM CONFERENCE: PETROPHYSICS MEETS GEOSCIENCE 2025

BALLROOM A & B, LEVEL 10,
DOUBLETREE HILTON, KUALA LUMPUR, MALAYSIA

Tuesday, Wednesday &
Thursday
(18 - 20 November 2025)

**THIS MANUAL CONTAINS IMPORTANT INFORMATION AND TERMS & CONDITIONS RELEVANT
TO ALL EAGE/FESM CONFERENCE 2025 EXHIBITION.**

**EXHIBITORS ARE ADVISED TO STUDY THIS DOCUMENT
CAREFULLY. THANK YOU.**

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1.0 INTRODUCTION

The **EAGE/FESM Conference: Petrophysics Meets Geoscience 2025** will be held from Tuesday, 18th to Thursday, 20th November 2025 at DoubleTree Hilton, Kuala Lumpur.

This **Exhibitor Services Manual (ESM)** contains comprehensive information to assist you, as the Exhibitor, in preparing to participate in this exhibition. Please read all the information carefully and observe the rules and regulations, the operational schedule, and most importantly, the deadlines for the respective service/order forms stipulated in this manual.

Since deadlines are important to all parties involved in the event, we would appreciate your close observation of the form submission deadlines and your cooperation in returning all the completed forms to the respective service providers.

We trust this ESM will ensure a seamless and effortless preparation for the event. Should you need any assistance, please feel free to reach out to us.

2.0 USEFUL CONTACTS

ORGANISE BY



European Association of Geoscientists and Engineers

Office Suite 19-15-3A 19,
Jalan Pinang
50450 Kuala Lumpur, Malaysia

+603-27220140/ +603-27220143
asiapacific@eage.org



Formation Evaluation Society of Malaysia

Kuala Lumpur, Malaysia

fesm.secretariat@gmail.com

VENUE



DoubleTree by Hilton Kuala Lumpur

Intermark Mall, The Intermark, 348,
Jln Tun Razak, Kampung Datuk
Keramat, 50400 Kuala Lumpur

+60321727272

OFFICIAL CONTRACTOR



JME Experiences Sdn Bhd

C-3A-02, Block C, Oasis Square, Jalan PJU1A/7A,
Ara Damansara, 47301 Petaling Jaya, Selangor,
Malaysia

ops@jme-group.com

Farah: +60143311447

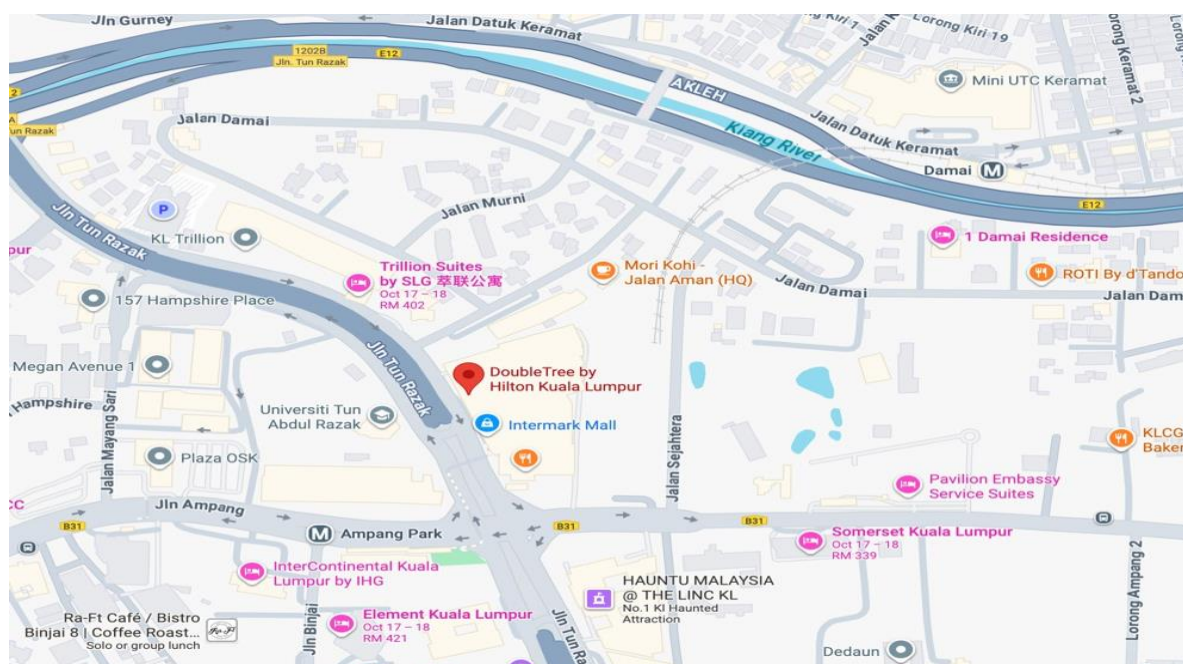
3.0 TRAVEL & VENUE INFORMATION

3.1 TRAVEL INFORMATION

EAGE/FESM Conference traveling to Malaysia must be in possession of passports valid for more than six (6) months upon arrival. It is the sole responsibility of the Exhibitors to obtain the necessary paperwork for entry to Malaysia, and to procure any licenses required by the Malaysian government to provide/ promote their services. Please contact your nearest Malaysian embassy, high commission, or consulate to verify your visa requirements.

3.2 LOCATION MAP

Getting to the DoubleTree by Hilton Kuala Lumpur



Google Maps:

[DoubleTree by Hilton Kuala Lumpur](#)

Address:

Intermark Mall, The Intermark,
348, Jln Tun Razak,
Kampung Datuk Keramat,
50400 Kuala Lumpur

3.3 LOADING AREA

1. Direction to Security Control Room, Double Tree by Hilton Kuala Lumpur



- Entrance to Security Control Room



- Security Control Room



- Contractor need to register to Security Department Level G before proceed to the Loading Dock.
- Access permitted to 1 tonne lorry only.

B) Direction to Double Tree by Hilton Kuala Lumpur Loading Dock



- Entrance to Loading Bay
- Access permitted to 1 tons lorry only



- Direction to the loading bay



- Loading Bay
- The Cargo Lift specification
 - a) Up to 1,635 kg
 - b) 1000mm (width) x 2050mm (Height)(Usage of the cargo lift is subject to availability.
Please reconfirm usage schedule prior to arrival)

4.0 OPERATIONAL SCHEDULE

18th November 2025 (Tuesday)	12:00 AM - 01:00 AM	Official Contractor Set Up
	01:00 AM - 06:00 AM Note: All construction and clean-up must be completed by 06:00 AM	Independent Stand Contractors (Non-Official Contractors) <i>*Note: If you are engaging an independent contractor, please consult your own contractor for the set-up time.</i>
18th November 2025 (Tuesday)	06:30 AM - 08:30 AM	Exhibitors Move-In
19th November 2025 (Wednesday)	09:00 AM – 07:00 PM	Exhibition Period
20th November 2025 (Thursday)	04:30 PM - 05:00 PM	
	05:00 PM – 08:00 PM	Official Contractor & Independent Stand Contractor Dismantling

IMPORTANT:

1. All exhibit installation/setup MUST be completed by **06:00 AM on 18th November 2025 (Tuesday)**. This will be enforced, and no exceptions will be allowed.
2. All booth structure and exhibit dismantling MUST be completed by **7:00 PM on 20th November 2025 (Thursday)**.
3. The Organiser reserves the right to alter the operating hours.
4. Each Exhibitor is solely responsible for complying with all laws, ordinances, and regulations pertaining to customs, health, fire prevention, and public safety while participating in EAGE/FESM Conference.
5. We will inform you through WhatsApp should early move-in be allowed.

5.0 EXHIBITION RULES & REGULATIONS

5.1 SECURITY

- a) All personnel working in the exhibition halls must always wear the official EAGE/FESM Conference badges.
- b) The Organiser reserves the right to evict any Exhibitor without the official EAGE/FESM Conference badges.
- c) Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands. The Organiser will not be held responsible for any missing items.
- d) It is highly advisable to have at least one staff member present at your exhibition booth by 08:30 AM daily during the Exhibition when the halls reopen. Exhibitors are reminded not to leave their booths unattended until all portable items are secured.
- e) An Exhibitor shall be responsible for all his exhibits in transit to and from, and within the confines of the exhibition area at the venue.
- f) Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- g) The Organiser reserves the right to request any of the Exhibitors, their employees, representatives, agents, contractors and/or guests, to leave & vacate the exhibition venue as well as remove their exhibition materials; if they in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.

5.2 OPERATION OF EXHIBITION BOOTH

- a) Exhibitors are not allowed to place stickers, signs, posters, bunting, or banners in the exhibition venue, other than within the parameters of their contracted exhibition space/ booth.
- b) Exhibitors are not allowed to keep or stored item outside parameter of their space/booth ie, behind booth structure
- c) Exhibitor staff are allowed to conduct sales of their products exclusively within their booth area or 4 feet of it unless otherwise designated by the Organiser. Additionally, Exhibitors and their staff are prohibited from distributing leaflets or conducting business activities outside their booth boundaries unless it was previously arranged with, and approved by, the Organiser.
- d) The booth must be staffed and operational at all times during EAGE/FESM Conference operating hours. Exhibitor staff must wear the Exhibitor Badges issued by the Organiser for identification. The Exhibitor is responsible for the conduct of all their staff, agents, or representatives.
- e) The use of air compressors or pressurized containers is prohibited without prior approval from the Organiser.
- f) The weight of all exhibits must not exceed the floor loading limit specified by the venue. Exhibitors are responsible for submitting their exhibit designs, including dimensions and weight, to the Official Contractor for safety review and approval.
- g) Moving exhibits in or out is prohibited once EAGE/FESM Conference has officially commenced or before it has concluded, unless special permission is granted by the Organiser.
- h) Exhibitors must take all necessary precautions against fire and protect the public. Exhibitors requiring specific fire protection due to the nature of their exhibits must arrange for such equipment at their own cost. Fire and safety regulations prohibit the storage of goods or packing materials in access areas behind or between booths. Exhibitors should design proper storage within their booth for storage solutions.
- i) Each Exhibitor is responsible for indemnifying the Organiser, Official Contractor, and their representatives against any liability to the owners of DoubleTree by Hilton Kuala Lumpur, public authorities, or any demands arising from acts or omissions by the Exhibitor, their staff, or agents. Exhibitors are liable for any damages to the structure, floor, walls, pillars, or any part of the exhibition halls, as well as the property of the Organiser or other Exhibitors, caused by their staff during transportation, removal of exhibits, disposal of refuse, or decoration works.

5.3 ELECTRICAL CONTRACTOR AND INSTALLATION

- a) Electricity will be supplied through the Official Contractor only. This includes all electrical work (wiring and connection, lighting, etc) in all booths (shell scheme, special design and raw space) at the Exhibition. For safety reasons, no other electrical contractor will be permitted to carry out electrical work on-site.
- b) The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on the electrical supplies and fittings form.
- c) No electrical installation may be suspended from the roof of the Exhibition Halls or affixed to any part of the building structure. No fitting may project beyond the boundaries of the installations and must be adequately protected against excess current.
- d) All electrical installation designs or plans must be submitted to the Organiser for approval before the specified deadlines. Multi-plug use is strictly prohibited. All sockets are designated for machine/equipment operation only, not for lighting, and for safety reasons, each socket should be used for one machine/equipment only. No ad-hoc electrical installations will be permitted during the event period.
- e) The Organiser reserves the right to disconnect the electricity supply to any Exhibitor whose installations violate regulations, are deemed dangerous, or are likely to disturb visitors or other exhibitors.

5.4 AUDIO-VISUAL EQUIPMENT

- a) Exhibitors may bring audio-visual equipment, such as TVs and video displays, into the exhibition area. These items must be placed within the confines of their booth and should not obstruct walkways or other common areas. Exhibitors are permitted to use their PA/sound systems but must maintain an acceptable volume level that does not disturb other Exhibitors.

5.5 AUDIO-VISUAL PRESENTATIONS

- a) The Organiser is not liable for any audio-visual content or presentations broadcast by the Exhibitor at their booth. Exhibitors must secure all necessary censorship and copyright approvals for any audio-visual materials they display. For clearance from the Malaysian Censor Board, which may take approximately four weeks, Exhibitors are advised to submit their materials along with a cover note specifying their intended use at the exhibition. Approval from the Censor Board should be obtained from:

LEMBAGA PENAPISAN FILEM (FILM CENSOR BOARD)

Kementerian Dalam Negeri Bahagian 'C', Unit Penapisan Filem, Aras 3, Blok D2, Parcel D, Pusat

Pentadbiran Kerajaan Persekutuan, 62546 Putrajaya, Malaysia. (T): +603 8886 8000 (F): +603 8889 1685

5.6 EXHIBITOR BADGES

- a) Exhibitors are reminded that Exhibitor badges are strictly for their booth staff and must be worn throughout the exhibition hours. The Organiser reserves the right to confiscate any misused badges.
- b) Exhibitor badges **ONLY** grant access to Exhibition halls.

5.7 FAILURE TO EXHIBIT

- a) Any Exhibitor who has signed a contract for exhibition space or a booth but fails to exhibit for any reason shall be responsible for the full contract amount as well as any additional costs incurred by the Organiser.
- b) These terms are non-negotiable under any circumstances.

5.8 RIGHT TO CANCEL, POSTPONE, OR SHORTEN THE EXHIBITION PERIOD

- a) The Organiser reserves the right to cancel, postpone, or shorten the exhibition period in the event of any unforeseen circumstances, which are beyond the control of the Organiser.
- b) In the event of cancellation or postponement, the Organiser will issue an official notice on the next course of action to all Exhibitors.
- c) In the event of a shortened exhibition period, the contracted amount remains unchanged, and no refunds or additional claims for compensation will be considered.

5.9 INFRINGEMENT AND ENFORCEMENT

- a) The appointed enforcement officers are responsible for ensuring compliance with the rules and regulations of EAGE/FESM Conference and have the authority to require immediate adherence from Exhibitors and their representatives.
- b) The Organiser will address all violations and breaches of the terms and conditions.
- c) The Organiser may instruct Exhibitors and their representatives to remove any materials that obstruct, interfere with, or contravene the rules and regulations of EAGE/FESM Conference.
- d) Any feedback or reports concerning unethical practices should be submitted to the Organiser for preliminary investigation. Please email your feedback to asiapacific@eage.org include your full contact details for verification purposes.
- e) Exhibitors accused of misconduct must, upon request by the Organiser, provide additional information or supporting documents within a specified timeframe.
- f) The Organiser will assess complaints or reports and, upon investigation, may impose penalties if the alleged actions of an Exhibitor prima facie violate the Rules & Regulations of the EAGE/FESM Conference.
- g) The Organiser reserves the right to take appropriate action, including eviction from the Exhibition, against any Exhibitor found in violation of the conditions or guidelines of EAGE/FESM Conference. Participation in the Exhibition will be immediately cancelled and all fees paid by the Exhibitor will be forfeited.

6.0 EMERGENCY AND EVACUATION PROCEDURES

An emergency is defined as any condition that exists or is likely to occur, endangering the safety of occupants in the venue. In the event of an emergency, it may become necessary to evacuate the venue following our Emergency and Evacuation Procedure.

a) Fire Alarm Activation

- When hearing the 1st Alarm Activation, please remain alert and prepare for a possible evacuation.
- When you hear the 2nd Continuous Alarm, followed by an announcement on our Public Address System to evacuate, please leave the building immediately.

b) False Alarm

- If the alarm is confirmed to be false, a False Alarm Message will be heard through the Public Address System.

c) When Evacuation Is Required:

- Stay calm.
- Retrieve your valuables before exiting the area.
- Follow directions given by the Hotel Fire Wardens who will direct you to the nearest exit point to the assembly area.
- Do not use the lift, re-enter the building or proceed to the basement car park, until instructions are given that it is safe to do so.
- The Hotel Management or Malaysia Civil Defence Force will provide clear instructions as needed.

7.0 EXHIBITION BOOTH ENTITLEMENT

STANDARD SHELL SCHEME BOOTH 3m x 3m



**The image dimensions provided are for illustrative purposes only and are not to scale.*

#	Exhibition Entitlement	Quantity
1	Space	9 sqm
2	Fascia board with company name	1 unit
3	Info desk with printed company logo	1 unit
4	Folding chairs	2 units
5	Waste bin	1 unit
6	LED 4ft fluorescent tubes / arm lights / spotlights	2 units
7	13 Amp Power point socket	1 unit
8	Partition walls as per exhibition layout	1 unit
9	Use of existing hall carpet	1 unit

STANDARD SHELL SCHEME BOOTH

6m x 3m



**The image dimensions provided are for illustrative purposes only and are not to scale.*

#	Exhibition Entitlement	Quantity
1	Space	18 sqm
2	Customised back wall	1 unit
3	Fascia board with company logo	1 unit
4	Info desk (high) with printed company logo	1 unit
5	Barstools	2 units
6	Waste bin	1 unit
7	LED 4ft fluorescent tubes / arm lights / spotlights	2 units
8	13-amp power point socket	1 unit
9	Inkjet sticker on compress foamboard for the backwall / backdrop	1 unit

8.0 FORM SUBMISSION CHECKLIST & TEMPLATE

Form #	Form Name	Deadline	Completion (/)
Form 1	Standard Shell Scheme Booth	3 rd November 2025 (Monday)	☐
Form 2	Custom Design Booth	3 rd November 2025 (Monday)	☐
Form 3	Furniture Order Form	3 rd November 2025 (Monday)	☐
Form 4	Lighting & Electrical Order Form	3 rd November 2025 (Monday)	☐
Form 5	Indemnity Form	3 rd November 2025 (Monday)	☐
Form 6	Permit to Work (PTW) Form	3 rd November 2025 (Monday)	☐
Form 7	Delivery Form <i>To be affixed on Exhibitor Delivery Item Boxes</i>	12 th November 2025 (Wednesday) 9.00 AM – 8.00 PM	☐

FORM TEMPLATES

FORM 1: STANDARD SHELL SCHEME BOOTH

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jme-group.com

This form must be completed and returned by all “Silver Sponsor/ Exhibitors.”

Please enter the Exhibitor's preferred display name below.

The name will appear on the fascia in upper case, standard font height (75mm), using the English alphabet with a maximum of 24 alphanumeric letters, not inclusive of spaces.

FASCIA NAME (PLEASE USE BLOCK LETTERS)

[illegible][illegible]

BOOTH NUMBER

--	--	--	--

IMPORTANT:

A non-negotiable fee of RM150.00 will be charged for on-site changes to fascia board names requested by Exhibitors.

SUBMITTED BY

COMPANY			
PIC NAME			
DESIGNATION			
MOBILE NO		EMAIL	
DATE		SIGN & CO STAMP	

FORM 2: CUSTOM DESIGN BOOTH

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jme-group.com

CONTRACTOR

Please select where applicable (/):	
	We appoint JME Experiences Sdn Bhd as our Booth Contractor
	We will engage our own Booth Contractor <i>We will construct our own stand and provide a detailed drawing with dimensions illustrating its design. We acknowledge that all lighting and electrical installations must be performed by the Official Contractor. As Exhibitor and Contractor, we agree to adhere to all rules and regulations of the exhibition, especially those outlined in the Rules and Regulations section of the Exhibitor Services Manual.</i>

IMPORTANT:

1. All booth designs must be submitted to the Official Contractor for approval **via email**. The Organiser reserves the right to stop any Exhibitor and/or their contractor from working within the exhibition hall before their booth design drawings are approved.
2. The maximum height allowed for booth construction is 5m while set back from the wall and pillars is 0.3m away. Exhibitors are not permitted to extend display materials, dividing walls, or any part of their design and fittings beyond their contracted booth space.
3. For **Standard Shell Scheme Booth**, booth design drawings are only required for approval if upgrading work is being carried out.
4. For a Custom **Booth**, please submit a 3D booth design with dimensions. Additionally, **specifying the materials you plan to use for the booth will expedite the approval process.**
5. All booth design submissions should be **compiled into a single PDF file, with a maximum size of 3MB**, and sent via email to the Official Contractor by or before the deadline.

EXHIBITOR		BOOTH #		
APPOINTED CONTRACTOR DETAILS				
COMPANY NAME				
ADDRESS				
PIC NAME		DESIGNATION		
EMAIL		MOBILE NO		
#	ITEM	QTY	UNIT PRICE (RM)	GRAND TOTAL (RM)
1	Refundable Performance Bond (Payment must be made by cheque) - RM3,000.00 for Lump sum of below 4sqm per contractor & per booth - RM6,000.00 for Lump sum of above 5sqm per contractor & per booth			
2	Non-refundable Administrative Fee		50/sqm	
3	Contractor Pass		10/pass	
PAYMENT DETAILS Account Name : JME EXPERIENCES SDN BHD Bank Name : CIMB Bank Bank Account 8011419998				
TERMS AND CONDITIONS Applicable to Non-Official Contractors: a) Refundable Performance Bond - Payment must be made by cheque only and handed over to the contractor on the setup day. - No invoice will be issued for the performance Bond. 1) RM3,000.00 for Lump sum of below 4sqm per contractor & per booth 2) RM6,000.00 for Lump sum of above 5sqm per contractor & per booth b) Non-refundable Administrative Fee of RM 45.00/ sqm Payment Terms: - Orders are only considered confirmed upon receipt of full payment on or before 3rd November 2025 (Monday). - The Refundable Performance Bond will be refunded by 22nd December 2025 (Monday), provided no disputes arise.				
By submitting this form, we acknowledge and accept the above terms and conditions.				
Signature		Date & Co Stamp		

FORM 3: FURNITURE ORDER FORM

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jmc-group.com

F01 Oblong Table 	F02 Coffee Table 	F03 Square Table 	F04 Round Table 	F05 Glass Round Table 	F06 Bistro Table 
F07 Hydraulic Bar Stool 	F08 Counter Bar Stool 	F09 Bar Stool 	F10 Folding Chair 	F11 White Chair 	F12 Wooden Leg Chair 
F13 Easy Armchair 	F14 Lockable Cabinet 	F15 Information Desk 	F16 High Showcase 	F17 Low Show case 	F18 Display Plinth 0.5mW x 0.5mL x 0.75mH 
F19 Zig Zag Brochure Rack 	F20 Wastepaper Basket 				

FURNITURE ORDER FORM					
ITEM CODE	ITEMS DESCRIPTION	RM (Price Before/By 3 rd Nov 2025)	RM (Price After 4 th Nov 2025)	QTY	TOTAL (RM)
F01	Oblong Table	180.00	270.00		
F02	Coffee Table	120.00	180.00		
F03	Square Table	150.00	225.00		
F04	Round Table	150.00	225.00		
F05	Glass Round Table	270.00	405.00		
F06	Bistro Table	150.00	225.00		
F07	Hydraulic Bar Stool	150.00	225.00		
F08	Counter Bar Stool	150.00	225.00		
F09	Bar Stool	150.00	225.00		
F10	Folding Chair	25.00	37.50		
F11	White Chair	130.00	195.00		
F12	Wooden Leg Chair	130.00	195.00		
F13	Easy Armchair	130.00	195.00		
F14	Lockable Cabinet	275.00	412.50		
F15	Information Desk	225.00	337.50		
F16	High Showcase	450.00	675.00		
F17	Low Showcase	370.00	555.00		
F18	Display Plinth	150.00	225.00		
F19	Zig Zag Brochure Rack	180.00	270.00		
F20	Waste paper Basket	15.00	22.50		
GRAND TOTAL					
PAYMENT BY (/): Exhibiting Company Contractor					

TERMS AND CONDITIONS:

1. **Rental Basis and Liability:** All items ordered are on a rental basis. Exhibitors are responsible and liable for any damage or loss.
2. **Pricing:** All quoted prices include approval fees, standby maintenance, and delivery.
3. **Payment:** Orders must be accompanied by full payment via online bank transfer, or cheque made payable to JME Experiences Sdn Bhd. Orders without full payment will not be valid.
4. **On-Site Orders:** On-site orders during the exhibition can only be delivered/installed after exhibition hours.
5. **Order Cancellations:** A 30% cancellation fee applies to confirmed orders. No refunds for cancellations after commencement of the event.
6. **Order Validity:** Orders are valid only when accompanied by full payment. Otherwise, items are considered on-site orders.
7. **On-Site Orders:** On-site orders during the exhibition can only be delivered/installed after exhibition hours.

PAYMENT DETAILS:

Account Name : JME EXPERIENCES SDN BHD
Bank Name : CIMB Bank
Bank Account 8011419998

We acknowledge and confirm the above order

Booth #		Order Date	
Company Name (Payer)			
Address			
PIC Name			
Designation			
Mobile No		Email	
Signature		Co-Stamp	

FORM 4: LIGHTING & ELECTRICAL ORDER FORM

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jme-group.com

NOTE: Charges for Lighting connections such as supply of cable terminating in a fuse switch/distribution box, electrical consumption are included Wiring and maintenance are the responsibility of the contractor appointed by the Exhibitor.

E01 4ft 36w Fluorescent Light 	E02 3inc 9w LED downlight 	E03 15w LED Spotlight 	E04 15w LED Arm Spotlight 
E005 50w Floodlight with Arm (white/warm) 	E06 30w LED Floodlight 	E07 30w LED Track Light 	E08 70w HQI Light 
E09 13-amp s/s/o (500w) 	E10 15-amp s/s/o 		

LIGHTING & ELECTRICAL ORDER FORM					
ITEM CODE	ITEMS DESCRIPTION	RM (Price Before/By 3 rd Nov 2025)	RM (Price After 4 th Nov 2025)	QTY	TOTAL (RM)
E01	4ft 36w Fluorescent Light	105.00	157.50		
E02a	3inc 9w LED downlight (Warm)	150.00	225.00		
E02b	3inc 9w LED downlight (White)	180.00	270.00		
E03a	15w LED Spotlight (Warm)	120.00	180.00		
E03b	15w LED Spotlight (White)	150.00	225.00		
E04a	15w LED Arm Spotlight (Warm)	135.00	202.50		
E04b	15w LED Arm Spotlight (White)	165.00	247.50		
E05a	50w Floodlight with Arm (Warm)	480.00	720.00		
E05b	50w Floodlight with Arm (White)	510.00	765.00		
E06a	30w LED Floodlight (Warm)	350.00	525.00		
E06b	30w LED Floodlight (White)	350.00	525.00		
E07b	30w LED Track Light (Warm)	220.00	330.00		
E07b	30w LED Track Light (White)	220.00	330.00		
E08a	70w HQI Light (Warm)	250.00	375.00		
E08b	70w HQI Light (White)	250.00	375.00		
E09	13-amp s/s/o (500w)	135.00	202.50		
E10	15-amp s/s/o	180.00	270.00		
E11	Lighting Connection (Max. up to 100W per fitting, non-LED Fitting)	110.00	165.00		
E12	Lighting Connection (per LED lighting fitting/ Per meter)	110.00	165.00		
GRAND TOTAL					
PAYMENT BY (/): Exhibiting Company Contractor					

Terms and Conditions:

Rental Basis and Liability: All items are rented. Exhibitors are liable for any damage or loss.

Pricing: Prices include approval fees, installation, standby maintenance, and power consumption.

Payment: Full payment via online bank transfer or cheque payable to JME Experiences Sdn Bhd is required with orders. Orders without full payment are invalid.

Order Cancellations: A 30% cancellation fee applies to confirmed orders. No refunds for cancellations after commencement of the event.

Order Validity: Orders are valid only with full payment. Otherwise, they are considered on-site orders.

On-Site Orders: Can only be delivered/installed after exhibition hours.

Rules and Regulations:**Electrical Power Supply:**

Single-phase: 230V / 50Hz $\pm$ 5%

Three-phase: 415V / 50Hz $\pm$ 5%

Prices include approval fees, installation, power consumption, and standby maintenance.

Lighting Connection:

1. All lighting connections must be done by JME. Exhibitors using their own fixtures will be charged for connection.
2. Exhibitors providing their own fixtures must:
 - Submit detailed drawings to JME for approval.
 - Show proof of installation by a registered wiring contractor with the relevant certificate from the Energy Commission of Malaysia or equivalent.
3. Each power point or isolator is restricted to one piece of equipment and cannot be used for lighting.

PAYMENT DETAILS

Account Name : JME EXPERIENCES SDN BHD

Bank Name : CIMB Bank

Bank Account 8011419998

We acknowledge and confirm the above order

Booth #		Order Date	
Company Name (Payor)			
Address			
PIC Name			
Designation			
Mobile No		Email	
Signature		Co Stamp	

FORM 5: INDEMNITY FORM

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jme-group.com

CONTRACTOR RESPONSIBILITIES AND REGULATIONS FOR EAGE/FESM CONFERENCE 2025.

The contractor must ensure adherence to all regulations, policies, and deadlines outlined in the Contractor's Regulations during EAGE/FESM Conference.

The following guidelines must be strictly observed:

Part 1: Venue Rules and Regulations

1. **Registration:** All non-official contractors must register with the Official Contractor.
2. **Identification:** Contractors must always wear passes issued by the Official Exhibition Contractor when entering the venue. Only workers listed in the approved name list are allowed entry into the venue (Double Tree By Hilton Kuala Lumpur).
3. **Materials Management:** Build-up materials must not obstruct aisles, gangways, loading bays, fire exits, or firefighting equipment. Keep all materials within your booth. All the promotional materials and display cannot be posted, tacked, nailed, screwed or attached to columns, walls, floor or other part of the building or furniture of the hotel without permission.
4. **Footwear and Attire:** All workers must wear covered safety shoes and long pants while on-site. Thongs, sandals, or open-toed shoes are prohibited.
5. **Personal Protective Equipment (PPE):** PPE, including hard hats, safety harnesses, and protective gear for eyes, ears, hands, and feet, must be worn as required, especially when working at heights above 2 meters or in hazardous areas.
6. **Working at Heights:** Proper scaffolding, ladders, and work platforms must be used for work above 2.5 meters.
7. **Food Restrictions:** No consumption of food is allowed at the back-of-house, loading docks, public areas, or any part of the demolished premises.
8. **No Smoking:** Smoking is prohibited in the halls, common areas, and associated workspaces.
9. **Restricted Work Areas:** All approved workers shall work strictly within the demised premises unless otherwise approved. No work should be carried out in common areas unless necessary or approved.
10. **Facility Use:** Contractors and workers are not permitted to use guest toilet facilities or loiter in lobbies and guest areas.
11. **Fire Safety:** Materials used for lining, drapes, or overhead structures must be non-flammable in accordance with BOMBA requirements. Flammable materials are strictly prohibited unless treated with certified fire retardant.
12. **Paints and Chemicals:** Only non-toxic, water-based paints are allowed. Spray painting is prohibited. All liquid chemicals must be properly labelled.

13. **Prohibited Activities:** Activities generating dust (e.g., sanding, welding, sawing) are not allowed. Booth structures must be prefabricated off-site. Major painting is prohibited.
14. **Aisle Clearance:** Aisles must be kept clear at all times. All exhibit parts must remain within the booth boundaries.
15. **Debris Removal:** Contractors are responsible for removing all rubbish, debris, and packing materials from the venue.
16. **Behaviour:** Unruly or violent behaviour is strictly prohibited. Anyone failing to comply with security instructions may be evicted.
17. **Unsafe Practices:** Any individual engaging in unsafe work practices will be prohibited from continuing work at the venue.
18. **Incident Reporting:** All incidents, injuries, or near-misses must be reported immediately to the Security Department.
19. **Stop Work Order:** The venue management reserves the right to issue a Stop Work Order in cases of non-compliance, unsafe acts, or hazardous conditions.
20. **Liability for Damage:** Contractors will be held liable for any damage to the premises, common areas, or hotel property caused by their workers or subcontractors.
21. **Legal Compliance:** All contractors, workers, and tenants must comply with relevant Health, Safety & Environmental legislation, including OSHA Act 1994, FMA Act 1967, EQA 1974, and related regulations.
22. **Age Restrictions:** No one under the age of 18 is permitted on-site.

Part 2: EAGE/FESM Conference Rules and Regulations

1. **Waste Management:** Contractors must clear all waste construction materials from the loading bay and exhibition during installation and dismantling. A penalty and disposal fee will be charged for non-compliance.
2. **Hygiene and cleanliness:** Cleanliness must be taken importantly, .
3. **Contractor Passes:** Contractors must report to the Contractor's Service Centre to obtain a pass.
4. **Move-In/Move-Out Schedule:** Contractors must adhere to the move-in/move-out schedule provided one week before moving in to ensure smooth loading/unloading.
5. **Trolley and cart:** Usage of shopping carts used to transport items are not permitted. You will be fined RM100, per shopping cart if you do. You may use trolleys, which must be in good condition.
6. **Booth Number:** Open Space Exhibitors must ensure their booth number is incorporated and clearly displayed in their booth design.
7. **Administrative Fee:** Non-official contractors must pay a non-refundable administrative fee of RM 45.00/sqm.
8. **Booth Approval:** Non-official contractors must submit booth designs for approval with a refundable deposit of RM 500.00/sqm.
9. **Lighting and Electrical:** Only the Official Contractor is permitted to carry out lighting and electrical installations.
10. **Compliance:** All contractors must ensure full adherence to all rules and regulations, including the build-up and teardown schedule.

11. **Penalties:** The Organiser reserves the right to charge for additional works due to rule violations or delays.
12. **Booth Design Submission:** Non-official contractors must submit booth designs for approval.
13. **Non-Compliance Fee:** A non-compliance fee of RM 10,000.00 per booth will be imposed for failing to comply with the rules and regulations or to acquire the relevant approvals.
14. **Boundary Compliance:** Exhibitors must ensure no display materials extend beyond their contracted booth space.
15. **Height Restriction:** Booths must not exceed 3.5m in height.
16. **Booth Design Guidelines:** Submit a Booth Appraisal Checklist with a 3D design, including different views, technical aspects, safety elements, and height.
17. **Open Frontages:** Booths must have at least half of any frontage facing an aisle open or fitted with transparent materials.
18. **Back Wall Requirement:** Perimeter booths must include a back wall. Failure to do so will result in the Organiser building it and charging the cost to the Exhibitor.
19. **Compliance with Guidelines:** All booth designs and construction must comply with guidelines from relevant authorities, the Organiser, and the exhibition hall owner.
20. **Booth Construction:** Booths must be constructed per approved designs and be ready within the specified build-up period.
21. **Safe Dismantling:** Booths must be dismantled safely, systematically, and within the specified period.
22. **Electrical Work:** All electrical installations must be carried out by the Organiser's Official Contractor.
23. **Special Electrical Requirements:** Exhibitors needing different voltages or special connections must obtain approval from the Organiser.
24. **Socket Outlets:** The use of multiple socket outlets is prohibited to prevent overloading and power supply issues.
25. **Cooking:** Cooking and helium gas are not allowed on the premises. Electrical stoves are permitted; however, cooking demonstrations are subject to approval by the organizer and/or venue
26. **Food:** Outside food, beverages, and caterers are prohibited. Exhibitors intending to sell food and beverages must complete the indemnity form from the venue for approval.
27. **General Compliance:** The Rules and Regulations in this Exhibitor Services Manual must be adhered to.
28. **Penalty for Non-Compliance:** Contractors not complying with venue and show rules after a second verbal warning will receive an official warning letter and a penalty fee.
29. **Platform Safety:** Raised platforms must have rounded edges, and caution tape is required at all edges.
30. **Fire Retardant Certification:** Provide a certificate of fire retardant if fabric is used as part of the stand design.

**CONTRACTOR RESPONSIBILITIES AND REGULATIONS FOR EAGE/FESM CONFERENCE:
PETROPHYSICS MEETS GEOSCIENCE 2025
(CONT')**

EVENT NAME : EAGE/FESM CONFERENCE: PETROPHYSICS MEETS GEOSCIENCE 2025
EVENT DATE : TUESDAY 18TH – THURSDAY, 20TH NOVEMBER 2025
VENUE : DOUBLE TREE BY HILTON KUALA LUMPUR
BUILD-UP : WEDNESDAY 18TH NOVEMBER 2025
TEAR DOWN : THURSDAY, 20TH NOVEMBER 2025

Part 3: Contractor Acknowledgment

I hereby confirm that I have read, understood, and agree to adhere to all **EAGE/FESM CONFERENCE: PETROPHYSICS MEETS GEOSCIENCE 2025** regulations, policies, and deadlines as outlined in this form.

Booth Name	
Booth #	
Contractor Company Name	
PIC Name	
Designation	
Mobile No	
Email	
Date	
Signature	
Company Stamp	

FORM 6: INDEMNITY AGREEMENT (BRINGING IN)

DEADLINE	3 rd November 2025 (Monday)
RETURN THIS FORM TO	ops@jme-group.com

THIS FORM ONLY APPLICABLE TO THE EXHIBITORS THAT SELLS FOOD AND BAVERAGES

Policy for patrons bringing food items in to be prepared/sold by other vendors and served at the Double Tree by Hilton Kuala Lumpur

The Management of the Double Tree by Hilton Kuala Lumpur would like to advise that the Centre does not recommend patrons bring in outside food to the Centre. However, should patrons wish to do so, patrons must comply with Halal requirements and complete an Indemnity Agreement. This agreement is to free the Double Tree by Hilton Kuala Lumpur and its employees and agents, from any liability which may arise as a result of bringing in non-Halal food and beverage from external sources.

The Centre's Management and staff will not take any responsibility or be liable for food and beverage items transported into the Double Tree by Hilton Kuala Lumpur facilities by patrons, and thus consumed by patrons, their employees and guests. Patrons are solely responsible for the safe preparation, handling and transferring of the outside food and beverage items to the Double Tree by Hilton Kuala Lumpur premises. The Centre will only assist in serving the said items as per the patrons' instructions.

In addition, samples of food brought into the Centre will be taken in the presence of the guest who brings the food. This is to safeguard the interest of the Centre. The said food will be stored in a freezer after being tagged and if there is no issue arising after three (3) days the food will be discarded.

The following food and/or beverage item(s) were brought in to the Centre:

Person in charge:	
Company Name :	
Name of Event :	
Date of Event	

No.	Description of Food	Quantity

I hereby confirm that I have read and understood this Agreement prior to signing it, and I am aware that the Double Tree by Hilton Kuala Lumpur is hereby RELEASED, ACQUITTED and FOREVER DISCHARGED and WAIVED of any and all claims against the Double Tree by Hilton Kuala Lumpur that may arise from or relate to, my decision to bring in outside food and beverage to the Double Tree by Hilton Kuala Lumpur premises.

Agreed and accepted by: GUEST/EXHIBITORS	Acknowledged by: EVENT COORDINATION	Acknowledged by: BANQUET/OPERATION MANAGER
Initial : Name : Date :	Initial : Name : Date :	Initial : Name : Date :

FORM 7: PERMIT TO WORK (PTW) FORM

DEADLINE	12 th November 2025 (Wednesday)
RETURN THIS FORM TO	ops@jme-group.com

[illegible]

EQUIPMENT LIST

[illegible]

Acknowledgment :

☐ In the event I/we fail to comply with the rules & regulation stated in Indemnity Form forth set in this ESM, PIC shall bear the costs of all fines/penalties issued by the Government and/or local authorities including the costs involved if the Double Tree by Hilton Kuala Lumpur is ordered to be closed.

Signature: _____

Company Stamp:

Name:

I/C Number:

Date:

FORM 8: DELIVERY FORM

DELIVERY & TEMPORARY STORAGE PERIOD	Delivery Timing: 12.00 AM - 2.00 AM <i>on</i> 18 th November 2025 (Tuesday) Temporary Storage: Until 9.00 AM <i>on</i> 18 th November 2025 (Tuesday)
AFFIX A COPY OF THIS FILLED OUT FORM ON	Every single box/ package delivered for pre-event storage. This service is available for Exhibiting Sponsors only, and not Contractors.

DELIVERY FORM TEMPLATE USAGE INSTRUCTIONS

1. Fill up the form accurately **CAPITAL LETTERS IN BLACK INK**.
2. Print each form horizontally (landscape) on A4-size paper.
3. Securely affix the form to **each** delivery box or package.
4. Each box or package must have **ONE FORM** affixed to it.

**- THE HORIZONTAL FORM TEMPLATE IS ON THE
FOLLOWING PAGE FOR YOUR USE -**

EAGE/FESM CONFERENCE: PETROPHYSICS MEETS GEOSCIENCE 2025 - DELIVERY FORM

DELIVER TO:

DOUBLE TREE BY HILTON KUALA LUMPUR

Intermark Mall, The Intermark, 348, Jln Tun
Razak, Kampung Datuk Keramat, 50400 Kuala
Lumpur
Attn: JME Experiences Sdn Bhd

BOX # E.g.: 1/5

EXHIBITING SPONSOR'S CONTACT DETAILS

BOOTH NAME

BOOTH #

PIC NAME

MOBILE NUMBER

IMPORTANT

1. Fill up the form accurately **CAPITAL LETTERS IN BLACK INK.**
2. Print each form horizontally (landscape) on A4-size paper.
3. Securely affix the form to **each** delivery box or package.
4. Each box or package must have **ONE FORM** affixed to it.