SEPANG CIRCUIT | TRACK RENTAL RATE AND FACILITIES CHARGES

TRACKS	EXCLUSIVE	RENTAL (RM) Excluding GST	FACILITIES	REMARKS
FULL TRACK	• Full Day (weekday)	RM55,000.00	• Full Track • 1 Block (6 pits) • 1 TCR • 1 Paddock Club / 5 TCRs • Race Control with Operator • 1 unit 4 x 4 with Crew • 14 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM60,500.00		
	• Half Day (weekday)	RM33,000.00		
	• Half Day (weekend)	RM38,500.00		
NORTH TRACK	• Full Day (weekday)	RM36,300.00	• North Track • 1 Block (6 pits) • 1 TCR • 1 Paddock Club / 5 TCRs • Race Control with Operator • 1 unit 4 x 4 with Crew • 8 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM41,800.00		
	• Half Day (weekday)	RM25,300.00		
	• Half Day (weekend)	RM30,800.00		
SOUTH TRACK	• Full Day (weekday)	RM36,300.00	• South Track • 1 Block (12 pits) • 1 Paddock Club * 1 Office Room • Race Control with Operator • 1 unit 4 x 4 with Crew • 8 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM41,800.00		
	• Half Day (weekday)	RM25,300.00		
	• Half Day (weekend)	RM30,800.00		

SEPANG CIRCUIT | TRACK RENTAL RATE AND FACILITIES CHARGES

NIGHT TRACK | 8PM - 12AM 8PM - 4AM*

*subject to changes and availability

TRACKS	EXCLUSIVE	RENTAL (RM) Excluding GST	FACILITIES	REMARKS
FULL TRACK	• Full Day (weekday)	RM55,000.00	• Full Track • 1 Block (6 pits) • 1 TCR • 1 Paddock Club / 5 TCRs • Race Control with Operator • 1 unit 4 x 4 with Crew • 14 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM60,500.00		
	• Half Day (weekday)	RM33,000.00		
	• Half Day (weekend)	RM38,500.00		
NORTH TRACK	• Full Day (weekday)	RM36,300.00	• North Track • 1 Block (6 pits) • 1 TCR • 1 Paddock Club / 5 TCRs • Race Control with Operator • 1 unit 4 x 4 with Crew • 8 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM41,800.00		
	• Half Day (weekday)	RM25,300.00		
	• Half Day (weekend)	RM30,800.00		
SOUTH TRACK	• Full Day (weekday)	RM36,300.00	• South Track • 1 Block (12 pits) • 1 Paddock Club * 1 Office Room • Race Control with Operator • 1 unit 4 x 4 with Crew • 8 Marshals • 1 Doctor, 1 Medical Assistant, 1 Ambulance • 4 Cleaners • 4 Security Personnel • 1 Fire Car	Unfurnished
	• Full Day (weekend)	RM41,800.00		
	• Half Day (weekday)	RM25,300.00		
	• Half Day (weekend)	RM30,800.00		

OTHERS

EXCLUSIVE	CATEGORIES	RENTAL (RM) & FACILITIES Excluding GST	REMARKS
TRACK DAYS CHARGES			
Open Track Day	• Cars	RM300 per driver per session	
	• Bikes	RM150 per rider per session RM100 per rider per session	Bikes above 400cc Bikes below 400cc
SUPPORT RACE SLOTS FEES - MALAYSIAN SUPER SERIES			
Malaysia Superbike Championship Full Track	• Bikes	RM15,000.00 Pit Space is subject to availability, otherwise must be arranged by client at their own cost	- One 20 min free practice - One 20 min Qualifying session - 2 race heat (8-15 laps)
Malaysia Championship Series Full Track	• Cars	RM30,000.00 Pit Space is subject to availability, otherwise must be arranged by client at their own cost	- One 20 min free practice - One 20 min Qualifying session - 2 race heat (15 laps)

*Please note that all support races during national events on full track, will be charged by slots. All pits, tents and related facilities will not be provided. Clients are required to source out at their own cost

EXCLUSIVE	CATEGORIES	RENTAL (RM) & FACILITIES Excluding GST	REMARKS
SUPPORT RACE SLOTS FEES - MAJOR EVENTS			
SEPANG 1000KM	• Cars	RM50,000.00	- Two 30 min. free practice - One 30 min. Qualifying session - 2 race heat (15 laps) At times the no. of laps depends on the respective regulations for that particular race weekend

EXCLUSIVE	RENTAL (RM) & FACILITIES Excluding GST	REMARKS
TRACK RENTAL		
Motocross	RM5,000.00 per day	- Race events, filming, testing & ETC - No facilities provided. Additional required area is chargeable upon request.
Sepang Off-Road track	RM5,000.00 per day	
PARKING AREA RENTAL		
Paddock parking (PA1 - PA5)	RM5,000.00 per day	Dismantling and installation of fencing and maintenance of drainage cover are chargeable.
CONTAINER STORAGE RENTAL		
Per container	RM300.00 per month (PO Parking)	With securitry monitoring
	RM450.00 per month (Paddock) *subject to approval	
VENUE RENTAL FOR FILMING		
Full Track	RM50,000.00	No provision of facilities or services to client
North Track	RM35,000.00	
South Track	RM20,000.00	
Paddock Parking area	RM3,000.00	
TIMING SYSTEM		
Track Day	RM3,000.00 per session	- Limited to 64 units of transponder with 1 manpower. Additional transponder will be charged RM100. - Full cost of new transponder will be charged for unreturned unit
Race	RM10,000.00 per race	

SEPANG CIRCUIT | FACILITIES RATE CARD

DESCRIPTION	EXHIBITION		EVENTS	
	RATE (RM) ACTUAL DAY	SETUP / TEAR DOWN	RATE (RM) ACTUAL DAY	SETUP / TEAR DOWN
Perdana Suite	15,000	7,500	15,000	7,500
Paddock Club 1	10,000	5,000	10,000	5,000
Paddock Club 2	10,000	5,000	10,000	5,000
Paddock Club 3	10,000	5,000	10,000	5,000
Paddock Club 4	7,000	3,500	7,000	3,500
Team Common Room	500	500	500	500
North Pit 4 - 33 (include office)	500	500	500	500
South Pit	250	250	250	250
Roof Top	20,000	10,000	20,000	10,000
Welcome Centre	25,000	12,500	10,800	5,400
Mall Area	85,000	42,500	27,500	13,750
Helipad	15,000	7,500	15,000	7,500
Media Centre	8,600	4,300	8,600	4,300
Corporate Suite	1,600	800	1,600	800

SEPANG CIRCUIT | PADDOCK CHALET RATE CARD

NO	ITEM	PRICE Excluding GST	PACKAGE
PADDOCK CHALET DAILY RENTAL			
1	Paddock Chalet Daily Rental (8am - 6pm)	RM3,500.00	Air-Conditioned, Tempered Glass Walls. Kitchen with Modern Amenities, Equipped with Electrical Sockets, RF/TV Feed, Telephone, Network Connectivity
PADDOCK CHALET NATIONAL CHAMPIONSHIPS RENTAL (S1K, MCS, MSBK)			
1	Paddock Chalet Local Events Rental • 3 Days (Friday - Sunday) • 8am - 6pm	RM5,250.00	Air-Conditioned, Tempered Glass Walls. Kitchen with Modern Amenities, Equipped with Electrical Sockets, RF/TV Feed, Telephone, Network Connectivity

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Updated: 25.01.2018

SEPANG INTERNATIONAL CIRCUIT

SEPANG CIRCUIT | GO-KART PRODUCTS RATE CARD

NO	PRODUCT	PACKAGE	KART TYPE	PRICE/PAX	STUDENT PRICE/PAX
GO-KART PRODUCTS PRICING					
1	Quick Experience	Free & Easy Karting - 10 minutes Bundle options available	Series 1 - 6.5hp	RM40.00	RM32.00
			Series 2 - 16hp	RM100.00	N/A
			Series 3 - 21hp	RM150.00	N/A
2	Race Adventure	12 mins Practice 12 mins Qualifying 12 laps Race	Series 1 - 6.5hp	RM150.00	RM120.00
			Series 2 - 16hp	RM280.00	N/A
			Series 3 - 21hp	RM350.00	N/A
3	Endurance	10 mins Practice 10 mins Qualifying 60 mins Race	Series 1 - 6.5hp	RM300.00	RM255.00
			Series 2 - 16hp	RM600.00	N/A
			Series 3 - 21hp	RM750.00	N/A
4	Your Race, Your Format (Hourly)	Custom Event with Kart Rental and Race Management (Hourly)	Series 1 - 6.5hp	RM3,800.00	N/A
5	Your Race, Your Format (Half Day)	Custom Event with Kart Rental and Race Management (Half Day)	Series 1 - 6.5hp	RM15,200.00	N/A
6	Your Race, Your Format (Full Day)	Custom Event with Kart Rental and Race Management (Full Day)	Series 1 - 6.5hp	RM28,000.00	N/A

GO-KART TRACK RENTAL

NO	TIME SLOT	PACKAGE	PRICE
WEEKDAY TRACK RENTAL			
1	Full Day (9am - 6pm)	Marshals - 4 pax	RM6,000.00
	Half Day AM (9am - 1pm)	Ambulance c/w Paramedic	RM3,000.00
	Half Day PM (2pm - 6pm)	Access to Corporate Box	RM3,000.00
	Night (7pm - 11pm) Friday Only	Cleaning - 2 pax	RM4,000.00
WEEKEND & PUBLIC HOLIDAYS TRACK RENTAL			
1	Full Day (9am - 6pm)	Marshals - 4 pax	RM12,000.00
	Half Day AM (9am - 1pm)	Ambulance c/w Paramedic	RM6,000.00
	Half Day PM (2pm - 6pm)	Access to Corporate Box	RM6,000.00
	Night (7pm - 11pm) Friday Only	Cleaning - 2 pax	RM8,000.00

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SEPANG INTERNATIONAL CIRCUIT

GO-KART PACKAGES

NO	PRODUCT	PACKAGE	KART TYPE	PRICE/PAX
i. MYKAD				
1	SIC Full Throttle	Quick Experience Circuit Tour	Series 1 - 6.5hp	RM75.00
2	SIC Full Throttle - Merchandise	Quick Experience Circuit Tour RM30 SIC Merchandise Voucher	Series 1 - 6.5hp	RM101.00
ii. NON-MYKAD				
1	SIC Full Throttle	Quick Experience Circuit Tour	Series 1 - 6.5hp	RM84.00
2	SIC Full Throttle - Merchandise	Quick Experience Circuit Tour RM30 SIC Merchandise Voucher	Series 1 - 6.5hp	RM110.00
iii. STUDENT				
1	SIC Full Throttle	Quick Experience Circuit Tour	Series 1 - 6.5hp	RM57.00
2	SIC Full Throttle - Merchandise	Quick Experience Circuit Tour RM30 SIC Merchandise Voucher	Series 1 - 6.5hp	RM84.00

SEPANG CIRCUIT | SOUTH PADDOCK PRODUCT RATE CARD

NO	ITEMS	PRICE (RM) Ex. GST	PACKAGE	REMARKS
SOUTH TRACK RENTAL				
1	Weekday (Full Day Rental)	RM36,300.00	South Track 1 South Paddock Club 9 Pit Garages 1 Race Control with Operator 1 Unit 4 x 4 with Crew 8 Marshals 1 Doctor, 1 Medical Assistant 1 Ambulance 4 Cleaners 4 Security Personnel 1 Fire Car	Unfurnished
2	Weekend (Full Day Rental)	RM41,800.00		
3	Weekday (Half Day Rental)	RM25,300.00		
4	Weekend (Half Day Rental)	RM30,800.00		

NO	ITEMS	PRICE (RM) Ex. GST	PACKAGE
PIT GARAGE RENTAL			
1	South Paddock Pit Rental	RM250.00	8m x 10m Pit 3 Phase Power Supply Compressor point Electrical services
SOUTH PADDOCK CLUB			
1	South Paddock Club Rental (Event Day)	RM6,000.00	48" LED Broadcast TV Split Unit A/C Kitchen with Preparation Area Access to East and West Terrace
2	South Paddock Club Rental (Setup Day)	RM3,000.00	
SOUTH PADDOCK PARKING SPACE RENTAL			
1	South Paddock Space Rental	RM8,000.00	4,600 sqm of available space for event requirements

SEPANG CIRCUIT | ADRENALINE MEETING PACKAGE

We tailor a wide range of existing packages or create completely bespoke experiences to include catering, filler activities and conference/meeting room facilities. Working with everyone from small to large companies, clubs, associations and event management companies we provide competitive, professional, safe and enjoyable activities. All events are professionally run with expert instructors and event managers that love what they do. Safety and enjoyment are our priority across a great range of quality driving experiences.

ADRENALINE MEETING PACKAGE 1	PRICE
HALF DAY MEETING PACKAGE AT PADDOCK CLUB WITH MEETING AMENITIES : • Flipchart with assorted markers • Personalized notepad • Coffee making facilities inside the meeting room • Standard PA system with rostrum, wired microphone • Use LCD projector with screen **1 x lunch, 1 tea break with 3 snacks, coffee and tea** **SPECIAL : Inclusive of Driving Experience on track** (subject to availability of track)	**From RM1,100 per pax*** (at minimum 100 pax)

ADRENALINE MEETING PACKAGE 2	PRICE
HALF DAY MEETING PACKAGE AT PADDOCK CLUB WITH MEETING AMENITIES : • Flipchart with assorted markers • Personalized notepad • Coffee making facilities inside the meeting room • Standard PA system with rostrum, wired microphone • Use LCD projector with screen **1 x lunch, 1 tea break with 3 snacks, coffee and tea**	**From RM450 per pax*** (at minimum 100 pax)

SEPANG CIRCUIT | CIRCUIT TOUR & PAINTBALL

CIRCUIT TOUR

LOCATION	FORMAT	STANDARD CIRCUIT TOUR HOURS	PRICE/PAX
• National Automobile Museum • SIC Merchandise Shop • Main Grandstand • Corporate Suites • Paddock Building (Race Control Room, Time Keeping Room, Perdana Suite & Media Center)	Guided Tour	Monday – Friday AM Session Starts : 10.00 am PM Session Starts : 2.30 pm	RM60.00 (Adult) RM33.00 (Student)* RM33.00 (Children 6 years and above)* MYKAD RM33.00 (Adult) RM33.00 (Student)* RM33.00 (Children 6 years and above)* RM99.00 (Family: 2 adults + 3 children)* **Subject to availability*

Have an amazing day out while learning about the motorsports industry! Be part of the exclusive behind-the-scenes tour of Sepang International Circuit. Learn how races such as the Formula 1 and MotoGP are managed, and get access to areas where no camera goes. We'll take you on a guided tour of the National Automobile Museum, Grandstand, Corporate Suites, Race Control Room, Time Keeping Room, Paddock Area and Media Center.

Get your picture taken at the Podium where race legends celebrate their victories! Visit the exclusive Perdana Suite reserved for Royalties and Foreign Dignitaries.

- **Approximate Duration: 90 minutes**
- **No vehicle provided for ← 7 pax.**

TV PRODUCTION RATE CARD

MALAYSIA CHAMPIONSHIP SERIES

ROUND 1	ROUND 2	ROUND 3	ROUND 4	ROUND 5
30 MAR - 1 APR	13 - 15 APRIL	13 - 15 JULY	24 - 26 AUG	28 - 30 SEPT

PACKAGE INCLUDES:

- Full race coverage
  - Round 1 & 2 – 9 Cameras + 1 RF Camera
  - Round 3 to 5 – 6 Cameras + 1 RF Camera
- Live commentator
- 2 x posting on SIC Facebook / per round
- 1 week website banner on SIC's main website homepage / per round
- 2 x 30s Ad during race coverage / per round

MCS LIVE STREAMING COVERAGE

RM50,000.00 per round

SPOT BUY RATE CARD

RACE	15 SECS	30 SECS	60 Secs
MCS •Touring Production •Malaysia Touring Production	**RM500.00**	**RM1,000.00**	**RM2,000.00**

EARLY BIRD PACKAGE

- 6 x 30s Advertisement RM6,000 / per round
- Discount 50%
- RM3,000/round

PACKAGE 1

- 3 x 60s Advertisement RM6,000 / per round
- Includes:
  - 1 x SIC FB posting
  - 3 days Ad box / banner on SIC Website

PACKAGE 2

- 3 x 30s Advertisement RM3,000 / per round
- Includes:
  2 x SIC FB posting

BULK PACKAGE

- 10 x 30s Advertisement RM10,000 for 5 rounds (2 x30s per round)
- Discount 25%
- RM7,500 for 5 rounds

TV PRODUCTION RATE CARD

MALAYSIAN SUPERBIKE CHAMPIONSHIP

ROUND 1	ROUND 2	ROUND 3	ROUND 4 & 5
11 - 13 MAY	27 - 29 JULY	14 - 16 SEPT	05 - 07 OCT

PACKAGE INCLUDES:

- Full race coverage (6 Cameras + 1 RF)
- Live commentator
- 2 x posting on SIC Facebook / per round
- 1 week website banner on SIC's main website homepage / per round
- 2 x 30s Ad during race coverage / per round

MSBK LIVE STREAMING COVERAGE

RM50,000.00 per round

SPOT BUY RATE CARD

CATEGORY	15 SECS	30 SECS	60 Secs
MSBK 1 (SBK)	RM500.00	RM1,000.00	RM2,000.00
MSBK 2 (STK)	RM500.00	RM1,000.00	RM2,000.00
MSBK 3 (SSP)	RM500.00	RM1,000.00	RM2,000.00
MSBK 4 (250C)	RM300.00	RM600.00	RM1,000.00

EARLY BIRD PACKAGE

- 6 x 30s Advertisement RM6,000 / per round
- Discount 50%
- RM3,000/round

PACKAGE 1

- 3 x 60s Advertisement RM6,000 / per round
- Includes:
  - 1 x SIC FB posting
  - 3 days Ad box / banner on SIC Website

PACKAGE 2

- 3 x 30s Advertisement RM3,000 / per round
- Includes:
  2 x SIC FB posting

BULK PACKAGE

- 10 x 30s Advertisement RM10,000 for 5 rounds (2 x30s per round)
- Discount 25%
- RM7,500 for 5 rounds

TV PRODUCTION RATE CARD

SEPANG 1000KM
25 NOVEMBER 2018

S1K LIVE STREAMING COVERAGE

RM50,000.00 per round

PACKAGE INCLUDES:

- Full race coverage (9 Cameras + 1 RF)
- Live commentator
- 2 x posting on SIC Facebook
- 1 week website banner on SIC's main website homepage
- 2 x 30s Ad during race coverage

SPOT BUY RATE CARD

CATEGORY	15 SECS	30 SECS	60 Secs
S1K	RM800.00	RM1,500.00	RM3,000.00

PACKAGE 1

- 3 x 60s Advertisement RM6,000
- Includes:
  - 1 x SIC FB posting
  - 3 days Ad box / banner on SIC Website

PACKAGE 2

- 3 x 30s Advertisement RM3,000
- Includes: 2 x SIC FB posting

1. TERMS AND CONDITIONS

1.1 BOOKING PROCEDURE

1.1.1. Quotation
Based on an inquiry from the Customer/Event Organiser and confirmation of receipt of such an inquiry by SIC, the Customer/Event Organiser submits a request to SIC to reserve space to organise its Event, upon which SIC provides the Organiser with a Sales Proposal/Quotation.

1.1.2. Confirmed Booking
The booking is confirmed once the Customer/Event Organiser has accepted the quotation and has paid 50% of the quotation amount which is non-refundable as stated in Clause 1.6 herein. Upon signing the quotation, the quotation together with this Terms and Conditions is deemed to be a valid and a binding Contract on the client.

1.1.3. Event Order (EO) and Final Number Policy
At least one (1) month prior to the Event, the Customer/Event Organiser shall provide SIC with all full and final information in writing, in compliance with this Terms and Conditions. This includes but not limited to the final attendance numbers and equipment and services required by the Customer/Event Organiser.

Two (2) weeks prior to the Event, SIC compiles the Event Order (EO), which will be forwarded to the Customer/Event Organiser for their acknowledgement fourteen (14) days prior to the Event and shall form part of this Contract. No changes to the EO shall be allowed upon the Customer/ Event Organiser receipt of the Event Order.

1.2. VENUE CHARGES
Unless otherwise specified, Venue Charges shall include ventilation, air-conditioning and house lighting (where applicable) of the rented premises. Only house lighting (if applicable) is provided on build up and tear down days. Venue Charges is payable for use of the space(s) only and do not include use of space for any signs, banners or advertisements or any of the provisions or other purposes or the provision of any Ancillary Services as more particularly defined under Appendix 1.

Any other services not specified above and which is provided under Ancillary Services shall be charged and invoiced separately

1.3. VENUE RENTAL HIRE PERIOD
The standard hire period is from 0900hrs to 1700hrs. In the event of use of facilities before 0900hrs or after 1700hrs (extended period), a surcharge of RM8,000.00 per hour will be charged. For use of facilities after 1900hrs, an additional of RM5,000.00 will be charged on top of the surcharge. Extended periods may be permitted at the sole discretion of the SIC.

1.4. VENUE SET-UP PLANS
SIC may provide standard or customised venue plans, with advance notice, for theatre, classroom, banquet or cocktail layouts at the request of the Customer/Event Organiser.

All event floor plans must be approved and confirmed by SIC in writing. Proposed plans must be provided to SIC for the approval one (1) month prior to the Event.

1.5. ANCILLARY CHARGES
In the event the Customer/Event Organiser requests for any Ancillary Services as listed in the Appendix 1, charges for Ancillary Services shall be provided by SIC to the Customer/Event Organiser which shall be invoiced separately.

1.6. PAYMENT TERMS
Quotation must be signed, stamped and return to Sepang International Circuit Sdn. Bhd. (SIC) together with the Purchase Order (PO) or Letter of Undertaking (LOU) within *fourteen (14) days of the quotation date. (*subject to the reserved event date).

Refundable Security Deposit for rental of any facilities, booth and/or space at either 10% of the quotation value or a minimum of RM500.00 whichever the highest to be paid before due date. (*subject to the reserved event date).

Reserved booking will only be secured as confirmed once the full payment or 50% first installment of the quoted amount is cleared in Sepang International Circuit Sdn. Bhd. bank account before due date. (*subject to the reserved event date) within 14 days of signing the quote. Should the event date be in less than 14 days of signing the quote, the full payment must be made and cleared into SIC within the same or one (1) business day of signing the quote.

Otherwise, all relevant booking(s) reserved will be automatically released for general sale on first come first served basis together with a secured payment.

Remaining balance of the quoted amount must be cleared in Sepang International Circuit Sdn. Bhd. bank account fourteen (14) days before event date. Failure which the event shall be cancelled and SIC will have the right to legally pursue all amounts stated in the signed quotation.

Credit facilities approval is needed for organisations (only) requiring payment terms beyond the above and will be approved based on qualification (this will be applied to all bookings made where the above payment terms are requested to be of a different term)

Late payment fees of 1% per month will be charged based on outstanding invoiced amount.

Payment via **cheque** must be made out to: **"Sepang International Circuit Sdn. Bhd."**
Payment via **telegraphic transfer** must be made to:
Bank Account Number: 512 437 300 322 **(MYR Transaction Only)**
Bank Account Number: 712 437 000 016 **(USD Transaction Only)**
Bank Name: Malayan Banking Berhad
Bank Address: Southern Support Amenities, Jalan Pekeliling, 64000 KLIA Selangor
Swift Code / BIC Code: MBBEMYKL

1.7 CANCELLATION AND POSTPONEMENT POLICY

The Customer/Event Organiser acknowledges that SIC has reserved the space for the Event on behalf of the Customer/Event Organiser, the Customer/Event Organiser does so at the exclusion of other business. The Customer/Event Organiser also acknowledges that the cancellation of this Contract will cause SIC to lose revenue with regards to renting the race track, space and other ancillary services provided by SIC.

Cancellation of booking upon signing the quotation for whatsoever reason will not be entertained. Strictly no refund of deposit or payment will be made.

Any change of confirmed booking date due to adverse weather or nature, will not be replaced.

If the Event is cancelled due to any reasons whatsoever, all amounts already paid by the organizer including but not limited to the Deposit shall be forfeited absolutely by SIC without prejudice to SIC's right to recover the balance of the liquidated damages and remaining amount from the signed quotation

The liquidated damages will apply only from the dates SIC receive written notification by email of such cancellation by email, letter or fax. In addition to the liquidated damages, the Customer/Event Organiser will be liable for any specific costs incurred on its behalf by SIC. These terms cannot be varied under any circumstances.

1.8 BREACH & TERMINATION

1.8.1. Non-payment

If the Customer/Event Organiser does not fulfil its payment obligations as specified above, SIC has the right to terminate the Contract, whereupon all payments already made by the Customer/Event Organiser shall be forfeited absolutely by SIC and without prejudice to the right of SIC to recover the liquidated damages specified in paragraph herein or any other right or remedy which SIC may have against the Customer/Event Organiser.

1.8.2. Termination

Notwithstanding anything else contained herein, SIC may be entitled to forthwith terminate the Contract in any of the following circumstances stated below and in the event of such cancellations, postponements or alterations, SIC is not obliged to issue refunds or compensation.

i. the Customer/Event Organiser fails to fulfil or commit, permit or suffer to occur any breach or default in due and punctual observance or performance of any obligation covenants or provision laid down in the Contract stated herein;
ii. the Customer/Event Organiser alters the purpose and /or profile of the Event without the written approval of SIC;
iii. Event could jeopardize public safety or order, or carry the risk of personal injury or damage to property;
iv. the Customer/Event Organiser commits any material breach of the terms and conditions of this Contract;
v. the Customer/Event Organiser enters liquidation whether compulsory or voluntarily otherwise than for the purpose of amalgamation or reconstruction or has receiver appointed in respect of all or any part of its assets or has a court order judgment or decree obtained against it;

vi. the Customer/Event Organiser makes an assignment for the benefit of or enters into an arrangement or composition with creditors or is unable to pay its debts within the meaning of the Companies Act 1965;
viii. if the Customer/Event Organiser ceases or is legally declared insane;
ix. if any distress or execution proceedings is levied against the Customer/Event Organiser;
x. Circumstances outside SIC's control such as Force Majeure as stated in Clause 5 herein;
xi. Failure in securing permits and/or any relevant approvals from the authority(s) related to the event by the Customer/Event Organiser;
xii. Abuse of the rented facility and any act of violence which could potentially affecting the property; and/or
xiii. Violation of any statutory requirements, acts, rules, regulations or guidelines applicable or in force from time to time in Malaysia.

Upon termination, all payments already made by the Organiser shall be forfeited absolutely by SIC and without prejudice to the right or remedy which SIC may have against the Organiser.

1.9. TICKETED EVENTS

i. Where the Customer/Event Organiser intends to charge an entrance fee to an Event, the Customer/Event Organiser shall inform SIC in writing of such intention one (1) month prior to the Event.
ii. The Customer/Event Organiser shall provide written reports on total ticket sales and attendance. These reports shall be provided by the Customer/Event Organiser without being demanded by SIC.

1.10 PRESENTATIONS AND/OR DEMONSTRATIONS OF EXHIBITS/ PRODUCTS

Customer/Event Organiser intending to present and/or display equipment/ exhibit product at their stand must:

i. Give proper consideration to the safety of conditions under which the exhibit will be demonstrated.
ii. Securely install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.
iii. Adequately guard all moving parts of machinery to prevent injury to any person.
iv. Ensure toxic fumes, exhaust and/or other irritants caused by the exhibits/ products are not released into the Venue. Prior approval from the relevant local controlling authority, in addition to that of the SIC, must be obtained for such purposes.
v. Ensure that adequate protection is provided to prevent damage to the hall flooring, carpets and facilities. Any damage caused will be the responsibility and for the expense of the Customer/Event Organiser concerned.
vi. Ensure that any product or display such as roofing, awning, ceiling or lighting must be highlighted in the respective stand plan and submitted to SIC for approval. Without SIC's approval, no such product or display shall be permitted in the Venue.
vii. Ensure that all the relevant local Government authority licenses and/or permits are obtained and stipulated regulations and conditions are observed and abided by for the demonstration and/or use of electronics, audio and/or satellite receiving and/or transmitting equipment.

1.11. CARTING/FERRYING OF GOODS

i. Pellet trucks/ trolleys and/ or other forms of transportation shall be in good operational condition and shall be utilised in such a manner so as to prevent damages to the Venue or any part of SIC's premises.
ii. When using cargo/ service lifts, the maximum lifting capacities shall always be observed. Precautions shall be taken to ensure that no damage is inflicted upon the lift door, walls and control panel whilst in the process of delivering goods.
iii. The Customer/Event Organiser shall not deface or cause or permit any damage or deface any part of the lifts, staircases, landings or other part of SIC while moving any goods or other things whatsoever and shall forthwith repair and make good such damage or defacement or pay SIC on demand the costs of making good such damage and/or defacement.
iv. SIC shall not be liable to the Customer/Event Organiser or to any other person arising from any inability or failure on the part of SIC to operate or maintain any lifts at any time or times for any reason whatsoever and to the extent to which SIC has control over the same the use and operation of such lifts shall at all times be at the discretion of SIC.

1.12. PACKING/UNPACKING OF GOODS

i. Debris and waste shall be removed immediately from site. Under no circumstances shall these be left within the premises overnight.
ii. The removal of the debris and wastes shall be the responsibility of the freight forwarders/ contractors appointed by the Customer/Event Organiser and these shall not be deposited into SIC's existing garbage/disposal bins.

1.13. GENERAL

i. SIC reserves the right to demand from the Customer/Event Organiser additional firefighting appliances/ equipment and the appropriate personnel to operate the same in the premises for any Event that in the opinion of SIC, possess possible fire-risk/ fire hazard.
ii. Customer/Event Organiser and/ or its contractor(s) is/ are not permitted to use any power socket outlet located outside the Venue without prior consent from SIC.

iii. All location for signboards and banners or flags must be approved by SIC (location layout drawing to be submitted one (1) month prior to the Event.
iv. Power requirements must be requested for at least two (2) months prior to the Event. When applicable, duly endorsed, single-line drawings of electrical cables and power points are to be submitted.
v. All relevant plans, including floor plans and Event plan as stated in Clause 1.4 above are to be submitted to SIC for approval one (1) month prior to the Event.
vi. The Customer/Event Organiser and/ or its employee(s) are not permitted to enter any restricted areas/other area except for the Venue without prior approval from SIC.
vii. The Customer/Event Organiser shall not without the written approval of SIC bring or permit to remain upon the Venue any item, fitting, plant or equipment which might overload the structure of any part of the Venue or which might otherwise cause structural stress or damage to the Venue or which might cause or contribute to or constitute a fire hazard or other hazard to the health and safety of any person or property or which might interfere with, overload or damage any services or service systems or which might cause noise or vibration which can be heard or felt in, nearby or outside the Venue.
viii. The Customer/Event Organiser shall not erect display affix or exhibit on or to the exterior of the Venue any signs, lights, embellishments, advertisements, names, notices or banners except with the prior written consent of SIC.
ix. The Customer/Event Organiser will take all reasonable precautions to keep the Venue free of rodents, vermin, insects and pests. In the event of any infectious illness occurring in the Venue the Customer/Event Organiser shall forthwith give notice thereof to SIC and to the proper public authorities and at the expense of the Customer/Event Organiser will thoroughly fumigate and disinfect the Venue to the satisfaction of SIC and such public authorities and otherwise comply with their reasonable and lawful requirements in regard to the same. The Customer/Event Organiser shall be liable for the payment of any fines or penalties which may be imposed by such public authorities.
x. The Customer/Event Organiser shall not use or permit to use the facilities in the Venue or the common areas including but not limited to the lavatories, toilets, sinks, drainage and other plumbing facilities for any purposes other than those for which they were constructed or provided for and shall not deposit or permit to be deposited therein any sweepings, rubbish or other matter and any damage thereto caused by misuse shall be made good by the Organiser forthwith.
xi. The Customer/Event Organiser shall not carry out any live cooking in the Venue or any part of the Common Areas unless expressly authorised by SIC and the Customer/Event Organiser has obtained the relevant permit(s) of the Appropriate Authorities to operate the Venue as an approved eating establishment or restaurant as the case may be during the Event.
xii. The Customer/Event Organiser hereby acknowledges and agrees that it shall not involve SIC in any contracts entered into by the Customer/Event Organiser with any third party in respect of any supply of goods or services to the Venue.

1.14. PERMITTED AND PROHIBITED USE

The Customer/Event Organiser shall use the Venue strictly for the purpose of conducting the Event. No change whatsoever in the Event shall be effected without SIC prior written approval whose approval shall be strictly at its sole and absolute discretion.

Prohibited Use

The following use is strictly prohibited:

i. any activities which emit accumulate and disseminate or may emit accumulate and disseminate any unpleasant odor or which accumulate dirt or cause nuisance or annoyance to the general public and the neighboring occupiers;
ii. any activities or trades dealing with substances and chemicals of any explosive and dangerous character and their by-products;
iii. as funeral parlor or for any businesses or trades in connection with the supply of items or services for funeral and other funeral related occasions;
iv. for any activities in connection with or related to the supernatural and/ or the occult;
v. for the setting up of places of worship and prayer in respect of any cult, religion or beliefs;
vi. for any religious or political activities or political rallies;
vii. as a nightclub or bar;
viii. for video games (including computer games) or other types of recreational activities (including without limitations pinball and/ or billiard saloons and/or snooker parlors);
ix. for any businesses or trades which involve gaming in any form except for gaming permitted and licensed under Malaysian law and further permitted by SIC;
x. as massage parlor or any related activities;
xi. for any forms of social escort agency or related activities; or
xii. for any immoral improper offensive or unlawful activities including without limitation the operation of brothels.

1.15. VACANT POSSESSION

Upon earlier determination or expiration of the Contract, the Customer/Event Organiser shall immediately vacate and remove all the equipment, furniture, signboards, signages, billboards, external matters and things from the Event Venue within the agreed stipulated time period and to return the Venue in its original condition prior to the Event.

SIC is not responsible for the safekeeping of any items left in SIC premises after the Event. Should the Customer/Event Organiser requests SIC to store items, SIC may charge the Customer/Event Organiser reasonable removal and/or storage fees.

1.16. JOINT INSPECTION (BEFORE AND AFTER EVENT)

i. A joint inspection involving the Customer/Event Organiser and SIC will be conducted before handing over of the space(s) for the Event.
ii. Another joint inspection will be conducted after the Event to note the meter readings and also to check for any damages.
iii. The Customer/Event Organiser shall be charged for all cost of repairs (if any) resulting from the Event and this shall be invoiced to the Customer/Event Organiser according and payment of which shall be paid to SIC within seven (7) days of receipt of such invoice by the Customer/Event Organiser.

1.17. DAMAGE TO SIC

The Customer/Event Organiser shall be responsible for all damages caused either to the Venue or any other part of the premises of SIC by any persons in attendance at the Event (other than those under the control and direction of SIC) or any contractors engaged by the Customer/Event Organiser for the Event and shall immediately pay to SIC on demand, the cost of rectification of any damage.

Subject to the approval of SIC, promotional material and displays cannot be posted, tacked, nailed, screwed or attached to column walls, floors or other parts of the building or equipment of SIC. In the event permission is granted, the Customer/Event Organiser shall be responsible to make good the damage (if any) caused by removing the promotional materials and displays.

1.18. EQUIPMENT INGRESS AND EGRESS

The Customer/Event Organiser must only use entrances and exits designated by SIC for moving in or moving out equipment or any other materials and must comply with all regulations and directions of SIC as to access and vehicle movement and load limits.

1.19. TRESSPASSING

The Customer/Event Organiser must only use entrances and exits designated by SIC for moving in or moving out equipment or any other materials and must comply with all regulations and directions of SIC as to access and vehicle movement and load limits.

1.19.1 No Trespass Policy

SIC generally allows the public at large to use and enjoy its facilities and services. This general policy is subject to restrictions, against trespassing in SIC buildings, maintenance & service areas, pits, tracks area (“the Premises”).
Access may be denied to persons or groups seeking the use of space already reserved for the use of others or space reserved by SIC for non-public purposes. When a person’s or group’s actions violate civil or criminal laws or pose a threat to the health, safety, welfare of members of SIC, that person or group may be denied access to all or part of the premises through oral notice or issuance of a written No Trespass Notice.

1.19.2 No Trespass Due to High Debt Policy

SIC generally allows the public at large to use and enjoy its facilities and services. This general policy is subject to restrictions, against trespassing in SIC buildings, maintenance & service areas, pits, tracks area (“the Premises”).
Access may be denied to persons or companies seeking to enter the premises for whatsoever purposes. When a person’s or company’s actions violate SIC business policy i.e high debt due and owing with SIC which resulted in business suspension, that person or company may be denied access to the premises through oral notice or issuance of a written No Trespass Notice.

2. TECHNICAL

2.1. ACCESS

2.1.1 Access To Venue

SIC has an obligation to all personnel and visitors to protect their health and safety whilst on site. In addition, as Customer, contractors or individuals accessing the site, there is a reciprocal obligation to ensure that work activities do not endanger the safety of workers or others.

The Customer/Event Organiser shall be responsible to ensure all persons entering the SIC premises including but not limited to its contractors, workers, participants and spectators to comply with access control measures.

2.1.2. Contractors/Workers

The Customer/Event Organiser shall be responsible for all persons undertaking work at SIC that they must comply with the following requirements:

i. Pass requirements issued by SIC Security Department;
ii. Returning the pass(s) each time before leaving SIC; and
iii. All contractors are responsible for their sub-contractor and employees passes.

The Customer/Event Organiser shall be responsible for informing the Security Department of the details of all persons requiring a pass, before they arrive at SIC.

2.1.3 Submission of List of Contractors

i. The Customer/Event Organiser shall submit to SIC the list of contractors engaged (either directly or indirectly) for the Event one (1) month prior to moving to site/Venue.
ii. Contractors working without the appropriate authorisation shall be levied a penalty fee of RM1,000.00 per contractor per day, and the contractors shall not be allowed to continue with their works. In the event the contractor(s) fails to pay the penalty fee, the Customer/Event Organiser concerned shall then be liable to pay the penalty fee and/or related charges to SIC.

2.1.4 Participants/Event Organiser

All participants and the Customer/Event Organiser must wear a pass supplied by SIC Security Department at all times when entering SIC. The Customer/Event Organiser must supply SIC with a copy of all pass types issued for identification purposes.

2.2. CUSTOMER/EVENT ORGANISER'S RESPONSIBILITIES

The Customer/Event Organiser shall be solely responsible to ensure that the contractor abide by the followings:

i. Welding and spray painting are strictly prohibited in all covered areas of SIC;
ii. Fabrications or constructions are to be done in a manner that do not disrupt or interfere with the other users, patrons or visitors of SIC;
iii. All finishes within the areas where constructed items are to rest, and routes where goods are to be ferried through, shall be adequately and appropriately protected;
iv. No parts, sections or items of SIC shall be used as workbenches;
v. Contactor is to remove immediately all wastes and debris from the premises on a daily basis;
vi. No smoking, eating or drinking is allowed in the halls and/or function areas during build-up and tear down;
vii. The contractor shall at all-time exercise due care and caution whilst performing his job so as not to inflict any form of damage to any part of SIC. Damages arising from the contractor's work(s) shall be made good by the contractor or the Customer/Event Organiser at its own cost. SIC reserves the right to reject any repair or making good works carried out by a contractor or the Customer/Event Organiser if found not satisfactory. In such an event, SIC shall then repair or make good the damages and the cost is to be borne by the contractor and/or the Customer/Event Organiser;
viii. All contractors and their employees shall wear identifying tags whilst in the Venue. The tags shall bear the company's name and if issued by the Customer/Event Organiser shall have the word "CONTRACTOR" clearly printed. For security control purposes, sample(s) of tags is/are to be submitted to SIC Person in Charge one (1) week prior to the scheduled date of moving to site;
ix. During build-up and teardown, the Venue shall be considered as a hazardous area, and as such members of the public and those not having the appropriate tags shall not be allowed to enter;
x. In compliance to OHSAS 18001:2007 granted by NIOSH Certification, all contractors and their employees shall observe and comply with all statutory requirements and Acts under the Occupational Safety and Health Act and Regulations 1994 (OSHA), Factory and Machinery Act 1967 (FMA), CIDB Guidelines on First-Aid Facilities in the Workplace and SIC's Site Security, Safety and Health Regulations for Contractors and Workers. Any violation of site safety and health and security rules will be subject to fines imposed in accordance to SIC Safety and Health Policy. The Contractor shall be fully responsible for the works provided including but not limited to obtaining the relevant permits or approvals for the operations (including installation and dismantling) and the Contractor shall be liable for any fines and/or penalties imposed under the OSHA and FMA for any violations and contravention of regulations so stated in the OSHA and FMA.

2.3. GUIDELINES FOR CONTRACTORS APPOINTED BY CUSTOMER/EVENT ORGANISER

i. The Contractors shall not make or permit or suffer to make any alterations, installations, and additions (including modification of electrical fittings) to the facilities/venue without the prior written consent of SIC;
ii. No bolts, nails, tacks, screw pins, adhesives or devices of any description likely to deface or damage walls, floors, furniture and furnishing whatsoever shall be used on any part of the Venue. The Contractors shall not without the written approval of SIC suspend anything from the ceiling of the Venue;
iii. All constructions, installations or activities permitted to be carried out hereunder shall be at the expense and responsibility of the Customer/Event Organiser and be done in such a manner as to cause minimum and unnecessary disturbance or disruption to the activities of the other users of the Venue;
iv. The Contractors shall ensure that neither partitions nor display boards are constructed in a manner that may affect the air-conditioning diffusers and airflow within the exhibition hall and/or area;
v. The Contractors shall not, without the prior written consent of SIC install any water, gas or electrical fixtures, equipment or appliances or any apparatus for illuminating air-conditioning cooling or ventilating the Venue nor mark, paint or drill or in any way deface any walls, ceiling, partitions, floors, wood or other part of the Venue;
vi. The Contractors must ensure that adequate markings are provided to ensure that all clear glass panels are visible.
vii. The Contractors and/ or the Customer/Event Organiser are/is to ensure the fire-fighting systems provided in the exhibition hall and/or area (sprinkler systems, alarm bells, break-glass, fire-fighting appliances, and emergency directional signs) are not obscured or obstructed;

viii. The Contractors/ Customer/ Event Organiser are/is to ensure that all exit doors are unobstructed at all times and appropriate emergency directional signs are displayed as deemed necessary by the appropriate authorities. All exit doors shall be kept unlocked during the opening times of the Event;
ix. Signages shall be provided to indicate clearly the positions of all first aid firefighting appliances and fire alarm break glass points;
x. All gangways leading to the emergency exits shall not be obstructed and shall comply with the Fire Department (Jabatan Bomba Malaysia) requirements;
xi. The water sprinkler system shall be free from attachments or suspensions of any objects. No spotlight or heat generating equipment shall be stationed near the sprinkler heads;
xii. The Contractors must ensure that the electrical power system is operated under the control of duly authorised person(s) throughout the Event period. This is equally applicable during the build-up and tear down periods.
xiii. The Customer/Event Organiser shall remove or cause to remove during dismantling period all alterations, fixture, fittings or other things belonging to the Customer/Event Organiser. The Customer/Event Organiser shall in every respect restore the Venue to the same good order and condition in which they were at the commencement of the Contract, to the satisfaction of SIC. Restoration works, if any, shall be at the Customer/Event Organiser's own cost.

2.4. ASSUMPTION OF RISK FOR CUSTOMER/EVENT ORGANISER

The Customer/Event Organiser acknowledges that the nature of the services requested by them, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in Event Venue and various other factors make it reasonable that the Customer/Event Organiser shall assume the risk of any injury, loss and/or damage during the Event period.

The Customer/Event Organiser also acknowledges that SIC cannot be responsible for the safe keeping of any equipment, supplies, merchandise, fixtures, displays and any other property (if any) brought into the Venue or storage or any other area where access has been provided to the Customer/Event Organiser by SIC for the Event. Accordingly, the Customer/Event Organiser acknowledges that it will be responsible to provide security of any such aforementioned items and hereby assumes the responsibility for loss thereof.

The Customer/Event Organiser shall insure, indemnify and hold SIC harmless in respect of all costs, claims and expenses to which SIC may in any way be subjected to as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the Customer/Event Organiser, his agents, contractors or guests. The Customer/Event Organiser shall be responsible for making good any loss or damage to any items that they have rented or hired from the outsourced contractors.

2.5. CUSTOMER/EVENT ORGANISER'S UNDERTAKINGS

The Customer/Event Organiser undertakes personal responsibility for the behaviour of any person/s deemed to be staff, suppliers, sub-contractor and/or service providers in their employment whilst on SIC premises. The Customer/Event Organiser also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the premises of the SIC.

The Customer/Event Organiser shall conduct the Event in an orderly manner, in full compliance with the applicable laws and ensure compliance by all persons in attendance with the same and with all reasonable direction and rules and regulations of SIC. The Customer/Event Organiser shall ensure no disturbance or nuisance will be caused to SIC or any of its guests or visitors or neighbours. SIC is entitled to remove any person from the Event whose behaviour, in the sole opinion of SIC, is objectionable, improper or undesirable.

2.6. OPERATING MACHINERY

Safety devices including but not limited to safety harness must be fitted to all moving machinery. These devices may only be removed when the machines are not in operation or not connected to the source of power. All moving machinery is to be tyred or fitted with traction devices that will not cause damage or marks on the floor.

Adequate fire precautions must be taken for all motors, engines, contrivances or power driven machines.

2.7. WATER DISPLAY

All fountain or other decorative water containers must be waterproof and sufficient density to avoid leaks. Plastic must be placed underneath the display for additional protection. All water displays must be pre-approved by SIC.

2.8. ADHESIVES (Approved Tape Usage)
Only approved tape and adhesive backed materials (non-residue, easily removable) are permitted for use on the venue's carpeted surfaces.

Use of tape on any wall surface, glass or equipment is prohibited. Adhesive backed decals and stickers shall not be affixed to any surfaces nor distributed to attendees.

The Customer/Event Organiser/ Contractor is responsible for the removal of all approved tape and adhesive backed materials and any resulting residue from facility surfaces and equipment by the completion of move out. Should SIC's staff have to remove any such materials and residue such cost of removal shall be borne by the Customer/Event Organiser.

2.9. OUTSOURCED PARTNERS
SIC is supported by a wide range of specialist outsourced services. Some of these are exclusive services and SIC reserves the right to request that its exclusive outsourced partners to be used to provide these services. All outsourced services are provided on a preferred supplier basis and Customers/Event Organisers are encouraged to use preferred suppliers as they have extensive knowledge of the SIC's rules, regulations, terms and conditions.

3. FOOD & BEVERAGE

3.1. BEVERAGES & CORKAGE
All beverages (specifically soft drinks & beers) must be ordered through SIC or it's appointed panel who have exclusive rights for the sale and supply of all beverages.

No beverages may be brought into SIC by the Customer/Event Organiser, its contractor and/or sub-contractor or any other person hired by the Customer/Event Organiser.

Corkage fees will be charged for beverages brought into SIC inclusive for promotional and sponsorship purposes.

3.2. CATERING POLICY
SIC has the exclusive right for the provision of all catering from our official panel. A full range of catering services is available including breakfasts, brunches, lunches, cocktail parties, dinners, banquets, themed parties and special events. In the event the Customer/Event Organiser does not use the caterer(s) from SIC official panel, SIC has the right to impose a fee of RM30, 000.00 as compensation for non-compliance of this clause, which shall be payable immediately upon the issuance of such notice from SIC.

3.3. COOKING
Cooking with open fire is only allowed with SIC's prior written consent.

4. GENERAL CONDITIONS & INFORMATION

4.1. PDPA
The Personal Data Protection Act 2010 (PDPA) is to regulate the processing of Personal Data in all kind of business transactions. **PDPA** requires the Customer/Event Organiser to declare and consent to SIC to use their personal data to conduct, process and release for all of SIC business activities such as application to register to use SIC's facilities and services, to process any payment transactions and to the extent to communicate with the Customer/Event Organiser. However, if the Customer/Event Organiser does not consent to the processing and recording of their Personal Data, SIC cannot process the Personal Data and SIC will no longer be able to approve the Customer/Event Organiser application for any usage of SIC's facilities and services.

4.2. ANNOUNCEMENTS
SIC reserves the right to make announcements as deemed necessary at any time in the interest of public safety. Customer/Event Organiser agrees that it will cooperate with SIC's staff in making such announcements.

4.3. COMPRESSED GASES
Compressed flammable gases are prohibited inside the venue. This includes acetylene, hydrogen, propane and butane.

4.4. BALLOONS
Lighter than air balloons (helium filled) may not be handed out within the venue. They may be tethered to a display for decoration only. Balloons that are released into the ceiling will be removed at the Customer/Event Organiser's expense. Helium filled Mylar (metallic) balloons are prohibited at all times.

4.5. FIRE ESCAPES

Fire escapes are located throughout the venue and are demarcated with signage. The Customer/Event Organiser shall ensure that neither the signage nor the exits are obstructed in any way.

4.6. FIRE REGULATIONS

Customers/Event Organisers are advised that the following fire regulations apply at the SIC:

i. Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner;
ii. Any Customer/Event Organiser having equipment which produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval from SIC;
iii. All aisles and main gangways must be kept clear at all times;
iv. Ensure that fire extinguisher equipment, emergency exits and signage (including those inside exhibits) remain visible and accessible at all times;
v. Any construction materials found to be flammable may be required to be dismantled.

4.7. FIRE PROTECTION EQUIPMENT AND ACCESSORIES

The Customer/Event Organiser or its contractor/sub-contractor shall be responsible to provide all the fire protection equipment, accessories or any other requirements specified by Fire Department (Jabatan Bomba Malaysia) pertaining to the Event.

SIC reserves the right but not obligation to inspect and to ensure serviceability and operation of said equipment and accessories. In this respect, SIC shall have the right to reject such equipment or accessories if found faulty and not to the authorities requirements.

4.8. HAZARDOUS/ DANGEROUS ITEMS

i. Items having characteristics and properties as described below:
   - Highly inflammable and combustible;
   - Highly corrosive;
   - Permeate or generate noxious or toxic fumes;
   - Radioactive;
   - Explosive are strictly not permitted into SIC.
ii. Exhibits and working demonstrations using naked flames are not permitted unless prior written approval is obtained from the relevant Authorities. All documents pertaining to such approval together with descriptive plan(s) of exhibits and demonstration plan(s) are to be submitted to SIC one (1) month prior to Event date;
iii. The use of laser and neon products and those emitting ultra violet rays are subject to:
   - All relevant legislation and regulations being observed;
   - Suitable fire protection equipment and warning notices being provided.
iv. SIC reserves the right to inspect such items as described in (ii) and (iii) and to take appropriate action if the same are found undeclared and not conforming to the permits of the use.

4.9. FIREARMS

SIC is a strictly weapon-free Venue and the use of any weapon is not permitted.

4.10. FIREWORKS (PYROTECHNICS)

A permit is required from the Fire Department and Department of Civil Aviation for the use of fireworks in displays or demonstrations taking place in the venue. This permit must be presented to SIC at least 7 days prior to the Event display.

4.11. SMOKE MACHINE

The Customer/Event Organiser must advise SIC in advance of their intent to use their own smoke machines. The event co-coordinator will arrange the deactivation of smoke detection systems and implement alternative safety measures.

4.12. SMOKING

SIC is categorized as a sports complex and a public venue and therefore smoking is strictly not allowed. However, with the exemption granted by the Ministry of Health, designated smoking areas are created within SIC for the enjoyment of the guest or participants. The Customer/Event Organiser acknowledges that a no-smoking policy is operated in the venue and premise of SIC at all times and to use its best endeavour to ensure their guest or participants also comply.

4.13. COPYRIGHT ACT 1987

Playing of recorded music embodied in records, tapes, cassettes, compact disc, etc in public without a license shall constitute an infringement of the Copyright Act 1987. The Licensee/Customer/Event Organiser shall ensure that the appropriate license is obtained from the relevant authorities.

4.14. FILMING AND BROADCASTING

The Licensee/ Customer/Event Organiser shall not without prior approval from SIC, engage in or permit any form of photography or filming, sound or video recording, telecasting and broadcasting from and/ or within the Venue. If such activities are approved by SIC it will be subjected to the appropriate charges.

4.15. LICENCE AND LICENCE COSTS

The Customer/Event Organiser shall, at its own cost and expense, procure and obtain all necessary licenses, permits, registration, authorities and approvals and other consents necessary from the appropriate authorities in organizing the Event at the Venue (including but not limited to any permits or licenses for the reproduction of phonographically or other musical medium) and ensure that all licenses, permits, authorities and approvals are valid for the duration of the schedule Event and shall at all times observe and comply with all the terms, conditions and restriction imposed by such license, permit or consent.

4.16. INSURANCE

The Customer/Event Organiser shall, at its own cost, procure and maintain for the duration of the scheduled Event, a comprehensive general liability insurance against claims for the bodily injury or death and/ or property damage or loss upon the scheduled Event.

Such policy(ies) shall include:

i. Contractual and product liability coverage with the limits of liability, either singly or wholly, of a minimum of RM500,000.00;
ii. A cross liability clause specifically named Sepang International Circuit Sdn Bhd as an additional insured party.

The period of liability of the Customer/Event Organiser shall be deemed to run from the time the Customer/Event Organiser or any of their agents or contractors first commence any work on site for the preparation of the Event and shall continue until the end of the Event and until all equipment, furniture, signboards, signages, billboards, external matters and property have been removed.

4.17. SIC's RIGHT OF ENTRY

SIC's staff, representatives and agents shall at all times have free and unfettered access to the hired area upon presentation of their SIC identification card to inspect the Venue/ site.

4.18. VENUE OWNER'S DISCRETION

SIC reserves the right to change the location of the Customer/Event Organiser's previously designated Venue should the anticipated number of guests be reduced or increased by the Customer/Event Organiser, or where additional requirements dictate a change of hired area at any time. Final approval must be received from SIC before publishing the Venue name in any promotional material.

4.19. VIP's

The Customer/Event Organiser shall notify SIC at least seven (7) days prior to the Event of the expected visit of any special or VIP guest(s), such as members of the royal family, members of parliament or state dignitaries, celebrities, and other dignitaries. The Customer/Event Organiser, with the prior authorisation and agreement of SIC, shall be solely responsible for ensuring all additional (at its costs) and necessary security measures required in addition to the basic security measures set out by SIC. The Customer/Event Organiser shall ensure that all guests or visitors are properly attended at all times.

4.20. ANIMALS

Animals are strictly prohibited and shall be allowed only in the following circumstances:

i. Guide dogs for the physically challenged;
ii. For use in displays taking place at the venue; or
iii. Where the main focus of an event is animal-related.

Events on the venue premises involving any animal requires timeous prior notification and approval by SIC as well as written approval from the Animal Welfare Society and/ or SPCA. The Customer/Event Organiser will take full responsibility for any and all loss or injury or damage incurred to persons, animals, properties or the venue.

The Customer/Event Organiser shall ensure that a competent handler shall be on-site at all times with the animal in order to ensure the safety of persons or property whilst the animal is on-site. Where animals are being used as part of an exhibit or performance, the handler must demonstrate compliance with relevant animal protection and welfare requirement.

5. FORCE MEJURE

Neither party shall be in breach or liable to the other for any failure to fulfil any term of this contract if such fulfilment is delayed hindered or prevented by force majeure but not limited to any acts of God, fire, flood, explosion, landslides/slips, natural disasters, regulations or orders of government or state authorities, riots, acts of war, civil commotion, insurrection, embargo or any other circumstances beyond the control of such party.

For avoidance of doubt, Force Majeure does not include failure due to adverse weather or nature in fulfilling of any term of this contract.

6. NO LIABILITY

In no event shall SIC be liable to the Customer/Event Organiser/Contractor for any consequential, indirect, special, incidental or punitive damages, regardless of the form of action, whether in an agreement, tort, strict product liability or otherwise, even if advised of the possibility of such damages and even if the damages were foreseeable.

Without prejudice to the generality of the foregoing and SIC shall not be liable including but not limited to any injury, loss or damage which may be suffered by any person or sustained to any property (whether belonging to the Customer/Event Organiser or to other or whether entrusted to SIC's officers, servants, employees or agents) in the Venue or howsoever occurred.

For avoidance of doubt, this No Liability clause shall apply to any Ancillary Services provided by SIC to the Customer/Event Organiser.

7. MARKETING COMMUNICATION

7.1 USE OF THE SIC LOGO

Where the Customers/Event Organizers wish to use SIC logo to promote their Event, SIC shall forward the correct logo to the Customer/Event Organiser upon submission of usage application by the Customer/Event Organiser. The correct logo, including all the relevant specifications, is available from Marketing & Retail Sales of SIC. SIC must approve in writing all applications of its logo in any marketing material. Customers/Event Organisers should note that directional signage in SIC may not be obstructed or covered by promotional material.

Canvassing and solicitation of business

Solicitation and canvassing of business including but not limited to distribution of pamphlets, handbills or other promotional material on vehicles parked within the Venue and SIC's premises is strictly prohibited.

7.2. PRESS / PUBLIC RELATIONS

All media requests and public relations activities relating to SIC should be directed to SIC Media Department.

7.3. PUBLICATION OF EVENTS

The Customer/Event Organiser consents and permits SIC to include the Event in any of SIC's publications.

7.4. BRANDING / SIGNAGE

SIC have various branding and signage opportunities available throughout its premises. The placement of all branding and signage by Customer/Event Organiser is at the sole discretion of SIC's management subject to charges.

7.5 FACILITY SIGNAGE

Signs identifying and directing visitors to toilets, public telephones, the restaurants, floor levels, escalators, lift, venues, entrances and exits are displayed throughout the venue by the Customer/Event Organiser.

7.6 CONSENT AND RELEASE

The Consent and Release to use name, image, sound or other recording, personal property or copyright material ("Intended Usage") by the Customer/Event Organiser which allows SIC to use and retain the name, image, sound or other recording, personal property or copyright material of the Customer/Event Organiser for the following purposes:

i. public relations, promotion, advertising, reporting and planning, commercial activities;
ii. use by the media in relation to Customer/Event Organiser's activities at Sepang International Circuit
iii. any other activities accompanying this Consent and Release Intended Usage.

8. SECURITY

8.1. SECURITY OF VENUE

The Customer/Event Organiser will be responsible for the security of the Venue and any property contained therein. Without prejudice to any of SIC's rights and remedies, in the event that SIC is of the opinion that the security of the Venue is not intact or sufficient at any time, SIC reserves the right at any time to station a security guard at the Venue at the cost and expense of the Customer/Event Organiser.

In the event of any accident, casualty, damage, theft or burglary which may have occurred, the Customer/Event Organiser shall give SIC prompt notice in writing of the same. Further, the Customer/Event Organiser shall lodge a police report immediately and furnish a copy of such report to SIC.

Customer/Event Organiser is responsible for ensuring that the CCTV cameras are not obstructed.

Security services, including the hire of bodyguards, are available from the SIC's contracted in-house supplier. It is a pre-requisite that all entrances and exits within SIC are manned only by SIC security staff. Should Customers/Event Organisers wish to use alternative security personnel, this will apply only in the hired venue and will not extend to perimeter security.

8.2 INTERNAL SECURITY

SIC is responsible for the general security along the perimeter of the building and within the public areas of SIC. Should Customers/Event Organisers have special security requirements; these can be requested from SIC at an additional cost.
SIC reserves the right to:

i. Request proof of identity and search anyone entering or leaving its premises;
ii. Search any item or vehicle brought onto, or removed from, its premises;
iii. Request that all Customer/Event Organiser personnel on its premises wear identification badges. Three (3) days prior to setting-up, the Customer/Event Organiser must submit a list of names of personnel requiring access to any part of the venue during the term of this Contract;
iv. Remove any article left unattended.

All equipment, fittings and materials brought into the SIC premises are subject to inspection by SIC's security.
It is the Customer/Event Organiser's responsibility to ensure that their personnel are restricted to the relevant Event area. Entry to all other areas, including back-of-house, is strictly prohibited. SIC is not responsible for damage or loss of any merchandise, personal effects, equipment or articles brought onto its premises by the Customer/Event Organiser or any of its personnel or contractors.

9. CLEANING

The Customer/Event Organiser shall at all times keep the Venue clean and free from dirt and rubbish and particularly shall promptly and hygienically dispose of all rubbish, garbage and other discarded materials in an orderly and proper manner or as directed by SIC and shall not allow to accumulate, leave or place in the Venue any rubbish or garbage that will cause, in the opinion of SIC, any offensive odours or be burnt upon the Venue or the common areas any rubbish or waste.

The Customer/Event Organiser shall sort their own waste material by type in appropriate containers as directed by SIC from time to time. The Customer/Event Organiser shall use proper transportation of properly packed garbage rubbish or waste of whatever nature for the disposal at the appropriate rubbish disposal bins or facilities provided by SIC provided always that the disposal of such garbage rubbish or waste shall only be carried out using the dedicated route stipulated by SIC from time to time and during the hours designated by SIC. Wet refuse(if any) shall be removed from the Venue daily to the designated garbage disposal point. The Organiser shall take all steps not to litter the common areas in the process of the disposal of such garbage rubbish or waste.

In the event that the Customer/Event Organiser shall employ or engage any cleaners to attend to the cleaning of the Venue, such cleaners must be engaged from the preferred supplier list which shall be provided by SIC upon the Customer/Event Organiser's request at additional costs.

The Customer/Event Organiser shall participate in the waste and recycling programmes implemented by SIC if required.

10. INDEMNITY

The Customer/Event Organiser hereby agrees that the Customer/Event Organiser shall defend and hold harmless SIC from and against any and all liabilities, costs, charges, expenses, actions, proceedings, damages, penalties, claims and/or demands which may be incurred, suffered, brought against or suffered by SIC, its successors and assigns in respect of its rights as provided in this Contract including, but not limited to all liabilities, costs, charges, expenses, actions, proceedings, damages, penalties, claims and/or demands arising out of any act or omission of the Customer/Event Organiser its successors and assigns in the performance or non-performance of the Customer/Event Organiser obligations under this Contract and solicitors' fees and litigation expenses incurred in connection with initiating or defending such claims or actions, whether or not resulting in any liability and all amounts paid in settlement of such claims or actions which shall include but not be limited to claims arising directly from the Contract.

11. JURISDICTION, ARBITRATION AND GOVERNING LAW

This Contract constitutes an international agreement and shall be governed by, and interpreted in accordance with the laws of Malaysia.

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof shall be settled by arbitration in accordance with the Rules for Arbitration of the Kuala Lumpur Regional Centre for Arbitration.

12. MISCELLANEOUS PROVISIONS

12.1 Illegality

To the extent that any provision of this Contract is found by any court or competent authority to be invalid, unlawful or unenforceable in any jurisdiction, that provision shall be deemed not to be a part of this Contract, it shall not affect the enforceability of the remainder of this Contract nor shall it affect the validity, lawfulness or enforceability of that provision in any other jurisdiction.

12.2 Waiver

The waiver of any of the terms and conditions of this Contract on any occasion or occasions must be in writing and shall not be deemed a waiver of such terms and conditions on any future occasion.

12.3 Time of the Essence

Time is of the essence with respect to all time periods set forth in this Contract.

12.4 Variation

This Contract shall constitute the Contract between SIC and the Customer/Event Organiser. Any variations thereof after the date of this Contract shall only be made in written consent of both the parties.

12.5 Fees

If a party to this Contract incurs any legal fees or expenses as a result of the default or breach by the other party to this Contract (including any such fees or expenses in connection with the enforcement or the exercise of remedies under this Contract) the defaulting party shall reimburse the non-defaulting party for such legal fees or expenses within ten (10) days after demand, and, if such fees or expenses are not paid within such time period, the same shall bear interest at the Default Rate from the eleventh (11th) day after demand through and including the date paid.

12.6 Notices

Any notice, payment, report, request or other communication (each a "Notice") required or permitted to be given by one party to the other party under this Contract shall be in writing and shall be delivered by (a) personal delivery, (b) express, registered mail, return receipt requested, postage prepaid, (c) internationally recognized courier service or (d) facsimile transmission (with the original being simultaneously delivered by one of the methods described in clauses (a)-(c)), addressed to the other party at its address as indicted first above, or to such other address as the addressee shall have furnished to the other party by like notice.

12.7 The special express terms and conditions set out and contained in the Schedules hereto shall be read and construed as an integral part of this Contract.

ETHICAL CHARTER

SIC conducts it's internal and external operations in compliance with this Ethical Charter, in the recognition of business ethic being priority to achieving business success. To grow as a respected enterprise, SIC must fully discharge its ethical charter from a consistent global perspective and throughout every aspect of its operations. To ensure this, the following principles are observed, with the appropriate social awareness and understanding, compliant with the letter and spirit of both local and international laws and the rules of conduct.

INTEGRITY IN CORPORATE ACTIVITIES	1. SIC will develop and provide useful products and services, with high quality, reliability and ease of use, while maintaining safety standards, security of information and giving proper consideration to the environment. 2. SIC will compete fairly, openly and freely, maintaining healthy, transparent and honest relationships with political institutions, government administration, citizens and organizations (local and international). 3. SIC will take responsibility for managing and safeguarding the interest and information of its customers and partners
HARMONY WITH THE ENVIRONMENT	1. SIC will take responsibility as a citizen of the world, working voluntarily and actively to preserve the environment for the use of future generations in all areas of business of the company.
RESPECT FOR PEOPLE	1. SIC will apart from corporate group activities, maintain a working environment that is safe and convenient for its staff to perform their duties, respecting their individual characteristics and encouraging their creativity. 2. SIC will respect the rights of all those connected with it (internal and external) and will be free of discrimination. 3. SIC will not permit forced labour or child labour and no one will tolerate the infringement of human rights.
HARMONY WITH SOCIETY	1. SIC as a good corporate citizen, will actively engage in activities that contribute to society. 2. SIC will respect the culture and customs of its country and region, other countries and regions and will contribute to their development. 3. SIC will engage in the fullest possible communication with society, actively seeking to provide proper and unbiased disclosure of corporate information on the products and services of its companies.

SIC is committed to continuously improve the implementation of its ethical charter in all areas of processes, rules and instructions and is reflected in its conduct and that of the employees and partners.