

MMA CONGRESS 2025

DIGITAL HEALTH REVOLUTION
SHAPING THE FUTURE
OF PATIENT CARE



20-22 JUNE 2025
ROYALE CHULAN KUALA LUMPUR

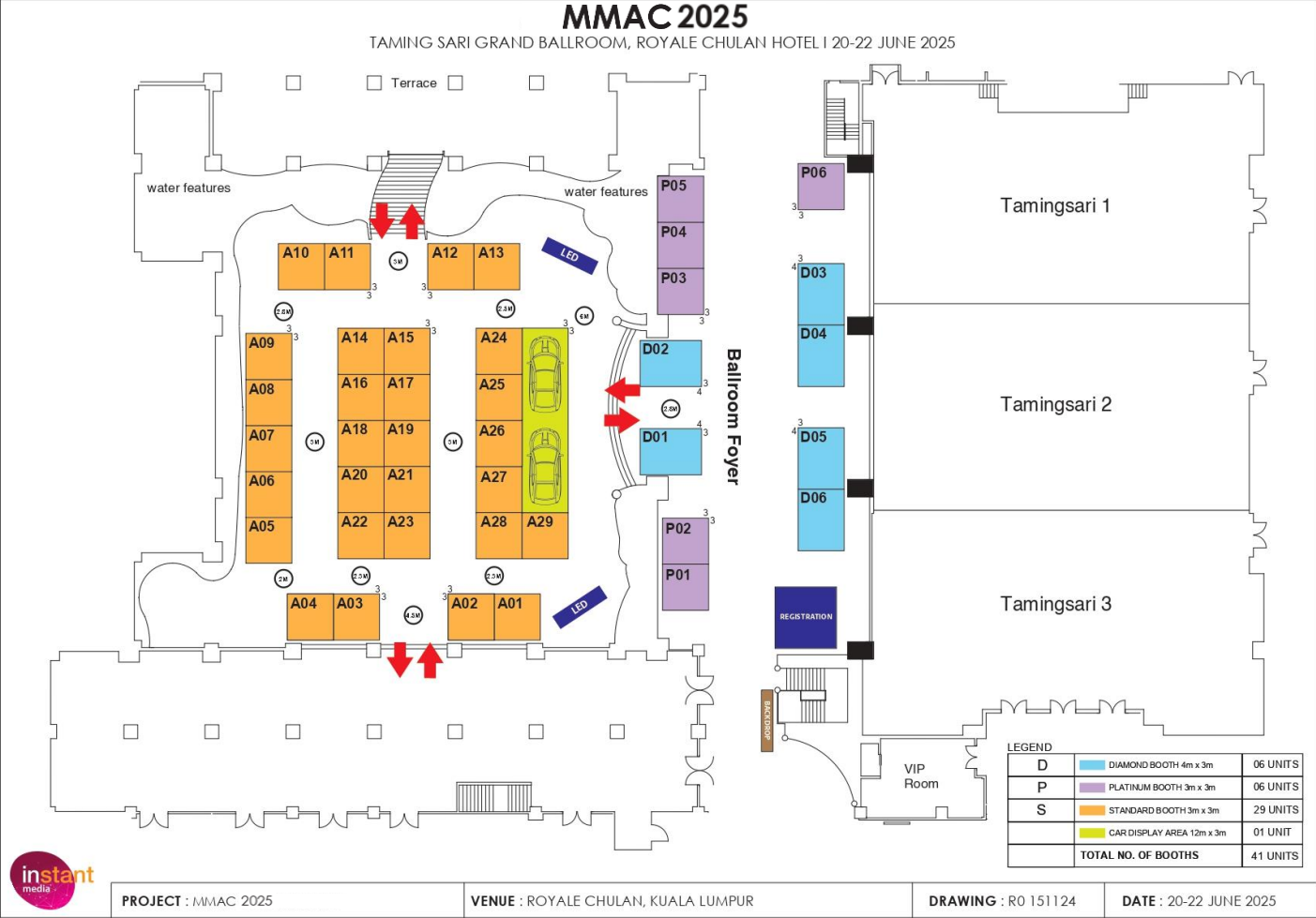
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EVENT

EVENT	MMAC 2025
ORGANIZER	MALAYSIAN MEDICAL ASSOCIATION
EMAIL	mmac2025@mma.org.my

VENUE**ROYALE CHULAN DAMANSARA**

2A, JALAN PJU 7/3, MUTIARA DAMANSARA, 47810 PETALING JAYA, SELANGOR
50470 KUALA LUMPUR, WILAYAH PERSEKUTUAN KUALA LUMPUR.

TEL: 03-79599000

ORGANIZER**MALAYSIAN MEDICAL ASSOCIATION**

4TH FLOOR, MMA HOUSE, 124 JALAN PAHANG, 53000
KUALA LUMPUR, MALAYSIA.

Email: mmac2025@mma.org.my

TEL: 03-40411375

OFFICIAL BOOTH CONTRACTOR**INSTANT MEDIA SDN BHD**

NO.48 JALAN KAJANG PERDANA 3A,
KAJANG PERDANA, 43000 KAJANG SELANGOR

CONTACT PERSON : KayLye

EMAIL : kaylye@instant.my

TEL : 016-3909699

EXHIBITION SCHEDULE

19 th June 2025 (Thursday)	8.00AM – 6.00PM	Official Contractor Set Up
	11.00AM – 6.00PM	Independent Stand Contractors(Non-Official Contractors) <i>*Except Hotel side will be further advise when near to event.</i>
	3.00PM – 6.00PM	Exhibitors move-in *Note: if you are engaging an independent contractor, please consult your own contractor for the set up time.
20 th June 2025 – 21 st June 2025 (Friday - Saturday)	8.00AM – 6.00PM	Exhibition Period
22 nd June 2025 (Sunday)	8.00AM – 1.00PM	
	2.00PM – 3.00PM	Exhibition Move-Out
	3.00PM – 10.00PM	Official Contractor & Independent Stand Contractor Dismantling



01 SECURITY

- I. All personnel working in the exhibition halls must wear the official **MMAC 2025** badges at all times.
- II. The Organizing Committee reserves the right to evict any Exhibitor without the official **MMAC 2025** identification badge.
- III. Security guards will patrol the exhibition site in general, but their duties shall not include specific attention to individual stands.
- IV. It is strongly recommended that at least one person to be at the exhibition booth at 08:30 am everyday during the congress, when the halls are re-opened. It is important to note that while the organizer will maintain security surveillance at all times, Exhibitors are reminded that their booths should not be left unattended until all portable items have been secured.
- V. 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.
- VI. Exhibitors will not be allowed in the exhibition halls after the exhibition hours.
- VII. The organizer reserves the right to request any of the Exhibitors, their employees, representatives, servants, agents, contractors and/or invites, to leave & vacate the exhibition venue as well as remove their exhibition materials, if they in anyway cause chaos, discomfort, or threaten the safety and smooth proceedings of the exhibition in any manner whatsoever.

02 OPERATION OF EXHIBITION BOOTH

Exhibitors are not allowed to place stickers, signs, posters, bunting or banners in the exhibition venue as stated in the Contract, other than within their own booth.

The representatives are only allowed to conduct sale of their product(s) within and not more than 4 feet away from their booth area or at any other designated area, if provided by the Event Manager.

The booth must be staffed and operational at all times during **MMAC 2025** opening hours. The Exhibitor's staff must wear Exhibitor badges issued by the organizer for identification. The Exhibitor shall be responsible for the good conduct of all this staff, agents or representatives.

The Exhibitor and/or his staff shall conduct no distribution of leaflets or any business activities outside their booth boundaries, unless otherwise arranged by the organizer. No Exhibitor may use air compressors or pressurized containers without prior approval by the organizer.

The weight of all exhibits shall not exceed the floor loading limit.

Without the special permission of the organizer, no exhibits can be taken into the booth once **MMAC 2025** has been officially opened, nor removed from the booth before the closing of **MMAC 2025**.

All precautions must be taken by the Exhibitors against fire and to protect the public. Exhibitor who because of the nature of their exhibits, require specific fire protection, must make arrangements, at their own cost, for the provision of such equipment. Fire & safety regulations require that neither goods nor packing materials may be stored on access areas behind or between booths. Exhibitors should design proper storage with adequate access within their own booth or approach the Official Freight Forwarder for storage.

Each Exhibitor is responsible for indemnifying the organizer and their agent's liability to the owners of **Royale Chulan Damansara** public authority or the demand of whatever nature consequential to any act or omission of the Exhibitor, his staff or agents. The Exhibitor shall be responsible for any damages to the structure, floor, walls, pillars and any part of the Exhibition Halls, the property of the Event Manager, any other Exhibitor caused by his staff in transportation, removal of exhibits, refuse and/or decoration works.

03 ELECTRICAL CONTRACTOR AND INSTALLATION

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.

- I. The number and the type of additional electrical fittings and installations required must be indicated by the Exhibitors on electrical supplies and fitting. A quotation will be submitted by the official contractor upon receipt of this form for unscheduled fitting or installations.
- II. 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.
- III. Any design or plan of electrical installation must be submitted to the organizer for approval before the deadlines indicated, and no installation work shall be carried out without written permission there from. The Organizer reserve the rights to disconnect electricity supply to any Exhibitor whose installations either violate the regulations or is deemed dangerous or is likely to cause annoyance to visitors or other exhibitors.

Strictly no multi-plug are allowed. All sockets are for machine operation only and not for lighting. For safety reasons, please use one socket for one machine only.

04 AUDIO VISUAL EQUIPMENT AND PRESENTATIONS

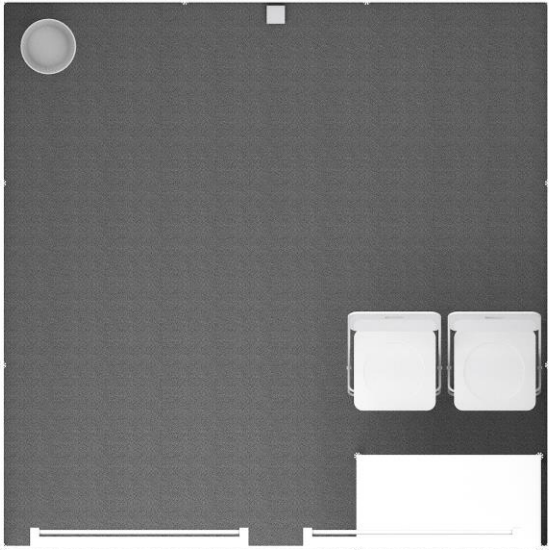
- I. Exhibitors are permitted to bring their own audio – visual equipment such as TV's and Video into the exhibition area. There must be placed inside the confines of your own booth area and must not be on walkways or any other common area. Exhibitors may use their PA/sound system but must ensure the volume is kept at an acceptable level and is not disruptive to the immediate neighbors.
- II. In addition, a license from Jabatan Perlesenan (DBKL) must be obtained before the audio-visual materials are screened at the exhibition. All the related fees are to be borne by the Exhibitors.

05 POSTPONE OR SHORTEN CONGRESS

- I. The organizer reserves the right to cancel or shorten the **MMAC 2025** in the event of any unforeseen circumstances, which are beyond the control of the **MMAC 2025 Organizer**.
- II. If the congress is shortened, there will be no refund of payments made. No other claims or compensation will be entertained.

Name of exhibitor as it should appear on fascia (name board)

COMPANY NAME :	BOOTH NO. :
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BOOTH SPECIFICATIONS [3M X 3M X 2.5M(H)]

*Maximum height limit is 2.5m

- System structure as per design
- Needle punch carpet
- 1 x fascia name
- 1 x system information desk
- 2 x folding chair
- 2 x fluorescent light
- 1 x 13amp power socket
- 1 x waste basket

NOTE: If exhibitors request to change fascia board name on site, **RM150.00** will be charged.

Signature: _____

Date: _____

DEADLINE SUBMISSION : 19th MAY 2025

BARE SPACE

To be completed by Exhibitors who plan to have their own exhibition booth design.

We will be building our own stand and enclose drawing, with dimensions, illustrating the design of our stand. We understand that all electrical and piping installation must be carried out by the official contractors and as exhibitor and contractor, agree to abide by all the rules and regulations of the exhibition, particularly in respect to those stipulated in the term and regulation section of the exhibitor manual.

The following company will be our contractor for stand building and/or other display work.

Name of Company:

Person in Charge:

Address:

Telephone:

Fax:

Email:

NOTE

1. The organizer reserves the right to stop any exhibitor and/or their contractor from working within the exhibition hall before their **stand design drawings are approved**.
2. All construction must be submitted to official contractor for approval. The maximum height for self-construct booth is **3m**. No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
3. For "Space only", please submit technical drawings or email in JPEG file to the Official Contractor (kaylye@instant.my).
4. For shell scheme booths, such drawings are only required if upgrading work is being carried out.

No	Item	Unit Price (RM)	Total Booth Area (Sqm)	Total Before 0% SST	0% SST	Grand Total (RM)
1	Refundable Performance Bond (Min levy of RM 5,400 and max of RM 18,000)	RM600 per psm				
2	Non-refundable Administrative Fee	RM60 Per sqm				
3	Contractor badges	RM15 Per person				

SPECIFICATIONS

- Back and side walls: 2.44/8ft high with white laminated 3mm thick plywood panels joined by aluminium section. Each panel is 1m wide.
- Fascia (name board): 350mm/1 ft high with exhibitors' name and stand number in Red or Blue lettering with white background. Aluminium frame, letters on infill panels.
- Lightings: Continuous fluorescent tubes mounted behind fascia (2 fluorescent tubes per 9 square meters).
- Floor: Covered in **Light Grey** needle punch carpet.
- Corner stand: Stands will be open sided on the both frontages unless varied by prior written agreement from the organizer.
- Furniture: One reception desk and two folding chair.
- Power point: One unit of 13Amp power point (single phase – 230V).

NOTE

- Nailing, drilling and any other modification on the shell scheme panel are **STRICTLY** prohibited. Any damages done on the panels will be charged to the exhibitors **RM 200.00/ panel**.
- Stand Boundaries & Design Restrictions:
No exhibitors may place any display material and exhibit or allow dividing wall or any part of their stand design fittings beyond their contracted boundary.
- Fire Regulations:
All materials used in stand construction must be properly fireproofed to normal international standard and also in accordance with local regulations.



INFORMATION DESK
1030(W)X540(L)X740(H)(Mm)



INFORMATION COUNTER
1030(L)X535(D)X1020(H)(Mm)



LOCKABLE CUPBOARD
1030(W)X540(L)X730(H)(Mm)



BAR TABLE
8000(D)X100(H)(Mm)



LOW DISPLAY CUBE
600(W)X600(L)X500(H)(Mm)



NORMAL DISPLAY CUBE
540(W)X540(L)X730(H)(Mm)



GREY SOFA
540(L)X750(W)X760(H)(Mm)



BAR STOOL
900(H)(Mm)



LOW SHOWCASE
1030(W)X500(L)X1000(H)(Mm)



BANQUET TABLE
3' X 6' (Feet)



ALUMINIUM CHAIR
500(W)X720(H)(Mm)



SYSTEM FOLDING DOOR
1000(L)X2400(H)(Mm)



LOW ROUND TABLE
600(D)X700(H)(Mm)



SQUARE TABLE
750(L)X750(H)(Mm)



FOLDING CHAIR
400(L)X400(W)X780(H)(Mm)



TALL DISPLAY CUBE
500(W)X500(L)X1000(H)(Mm)



FLAT SHELF
1000(L)X300(D)(Mm)



BROWN/BLACK PVC SOFA
710(D)X760(W)X760(H)(Mm)



HIGH SHOWCASE
1030(W)X500(L)X2500(H)(Mm)



BROCHURE RACK
290(L)X400(D)1150(H)(Mm)



WASTE PAPER BASKET



SYSTEM PLANT TROUGH
1000(L)X500(D)2400(H)(Mm)



REFRIGERATOR
550(L)X550(D)1150(H)(Mm)

DEADLINE SUBMISSION : 19th MAY 2025

FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATIONS (MM)	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
Information Desk	1030Wx540Lx740H	90.00	135.00		
Lockable Cupboard	1030Wx540Lx730H	120.00	180.00		
Aluminum Low Round Table	800Dx705H	144.00	216.00		
Folding Chair	400Lx400Wx780H	30.00	45.00		
Bar Table	6000x100H	230.00	345.00		
Low Display Cube	600Lx600Wx500H	84.00	126.00		
Normal Display Cube	540Lx540Wx730H	126.00	189.00		
Tall Display Cube	500Lx500Wx1000H	156.00	234.00		
Shelf-Flat or Slope	1000Lx300W	60.00	90.00		
Brown / Black PVC Sofa	710Dx760Wx760H	350.00	525.00		
Bar Stool	900H	120.00	180.00		
Low Showcase without lighting	1030Lx500Wx1000 H	336.00	504.00		
High Showcase without lighting	1030Wx500Lx2500 H	480.00	720.00		
Brochure Rack	285Lx285Wx1380H	240.00	360.00		
Basket / Ashtray		10.00	15.00		
Banquet Table	3' x 6'	180.00	270.00		
Aluminum Chair		100.00	150.00		

Total

Kindly Bill To :

Exhibiting Company

Contractor

ELECTRICAL & LIGHTING



FLUORESCENT LIGHT
(40 WATT)



SPOTLIGHT
(100 WATT)



LONG ARM SPOTLIGHT
(100 WATT)



METAL HALIDE
(70 WATT)



TRACK LIGHT
(WITH 3NOS HALOGEN SPOT)



13 AMP SINGLE PHASE POWERPOINT
(MAX 500 WATT)



HALOGEN SPOT
(12V-50 WATT)



HALOGEN DOWN LIGHT
(12V-50 WATT)



FLOOD LIGHT
(400 WATT)



15 AMP SINGLE PHASE POWERPOINT
(MAX 2000 WATT)

DEADLINE SUBMISSION : 19th MAY 2025

FURNITURE ITEMS & DESCRIPTIONS	SPECIFICATIONS (MM)	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
40W Fluorescent Light	40Watt	150.00	225.00		
Spotlight	100Watt	160.00	240.00		
Longarm Spotlight	100Watt	170.00	255.00		
Floodlight	400Watt	350.00	525.00		
Metal Downlight	70Watt	480.00	720.00		
Halogen Downlight	50Watt	150.00	225.00		
13Amp/230V SPN Power Socket (Max 500watt)		180.00	270.00		
13Amp/230V SPN Power Socket	24 hrs using	200.00	300.00		
15Amp/230V SPN Power Socket (Max 200watt)		250.00	375.00		
Light Fitting Connection (per lighting for Normal & LEB bulb)	Max up to 100Watt	150.00	225.00		
Lighting Connection for LEC strip (Max. 1mL per connection)	Max up to 100Watt	150.00	225.00		

Temporary Power Supply for BARE SPACE STAND (BUILD-UP ONLY)					
13Amp/230V SPN Power Socket		280.00	420.00		

Total

Kindly Bill To :

Exhibiting Company

Contractor

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.



AUDIO VISUAL (FORM 3C)

MMAC 2025

DEADLINE SUBMISSION : 19th MAY 2025

FURNITURE ITEMS & DESCRIPTIONS	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
32" LED TV	950.00	1425.00		
43" LED TV	1200.00	1800.00		
55" LED TV	1600.00	2400.00		
60" LED TV	1900.00	2850.00		
55" Multi-Touch IR Full HD Touch Screen TV	2300.00	3450.00		
65" Multi-Touch IR Full HD Touch Screen TV	3500.00	5250.00		
TV Stand	300.00	450.00		

	
ITEM 01	ITEM 02
	
ITEM 03	ITEM 04
	
ITEM 05	ITEM 06
	
ITEM 07	



PRINTING ORDER FORM (FORM 3D)

MMAC 2025

DEADLINE SUBMISSION : 19th MAY 2025

FURNITURE ITEMS & DESCRIPTIONS	BEFORE DEADLINE (RM)	AFTER DEADLINE (RM)	QTY	TOTAL (RM)
Digital Inkjet Print On System Panels (Internal Panel Size 0.95m X 2.35mH) Direct mounting of inkjet print on individual panels. The poles securing the panels will be seen.	500 per meter	750/per meter		
Digital Inkjet Print On Compressed Foam (Beam To Beam Size 1.0m X 2.44mH) Mounting of inkjet print on compressed foam before mounting on the system wall. The print will look like an entire mural without having poles in between.	600 per meter	900/per meter		
Inkjet Sticker on Fascia Board (Size 3.0m X 0.21mH)	150 per unit	225/per unit		
Compress Foam on Fascia Board (Size 3.0m X 0.35mH)	200 per unit	300/per unit		
Inkjet Sticker on Information Desk (Front : 0.95m x 0.6mH)	150 per unit	225/per unit		
Compress Foam on Information Desk (Front : 1.03m x 0.75mH & Side : 0.535m x 0.75mH)	250 per unit	375/per unit		
Roll Up Banner (Size : 0.8m x 2.0mH)	450 per unit	675/per unit		
Sub Total				

- I. All items ordered are on rental basis and exhibitions will therefore have to be responsible and liable for any damage or loss.
- II. All prices quoted include approval fee, installation, standby maintenance and power consumption exhibitors otherwise.
- III. All lighting connection works must be done by the Official Electrical Contractor. Without any exception, all electrical installation must confirm strictly to the required safety regulations. Exhibitors including those who provide their own lighting fixtures will be charged lighting connection fees accordingly.
- IV. POWER POINTS ARE FOR NON-LIGHTING PURPOSES. Usage of such points for any lighting purposes will incur charges as stated rate above.
- V. A socket must be used for one exhibit at a time. Multi-point connection is STRICTLY PROHIBITED to prevent the risk of power overload.
- VI. Kindly note that all orders have to be accompanied with full payment either in Cash or via Online Bank Transfer transaction to **Instant Media Sdn Bhd** otherwise it is not valid. There will be no refund for cancellation 7 days before the show day(s).
- VII. Where is not otherwise stated, the prices are for the duration of the exhibition day(s).
- VIII. If payment is drawn in a foreign currency, please include the bank commission and please also note if the final amount received is less than the invoice amount due to exchange rate variance, you will be responsible for reimbursing the relevant beneficiary.
- IX. A surcharge of 100% of electrical equipment will be added if you require 24-hours operating services.
- X. Exhibitors with very sensitive equipment are advised to bring their own stabilizer to cater for voltage or frequency fluctuation.
- XI. Any complaints regarding furniture rental/ installations must be lodged the day before the exhibitions commences. Otherwise, all items are deemed to have been received in good order.
- XII. For on-site order during the exhibition day, item can only be delivered/installed after the closed hours of the Exhibition/Event.
- XIII. 30% cancellation fees will be imposed for cancellation of confirmed order. There will be no refund for cancellation during show days. Orders are valid only when accompanied by full remittance. Otherwise, all item are to be deem as on-site order.

Exhibitor : _____	Booth No : _____
Co.Address : _____ _____	Fax : _____
Tel : _____	Mobile No : _____
Email : _____	Signature : _____

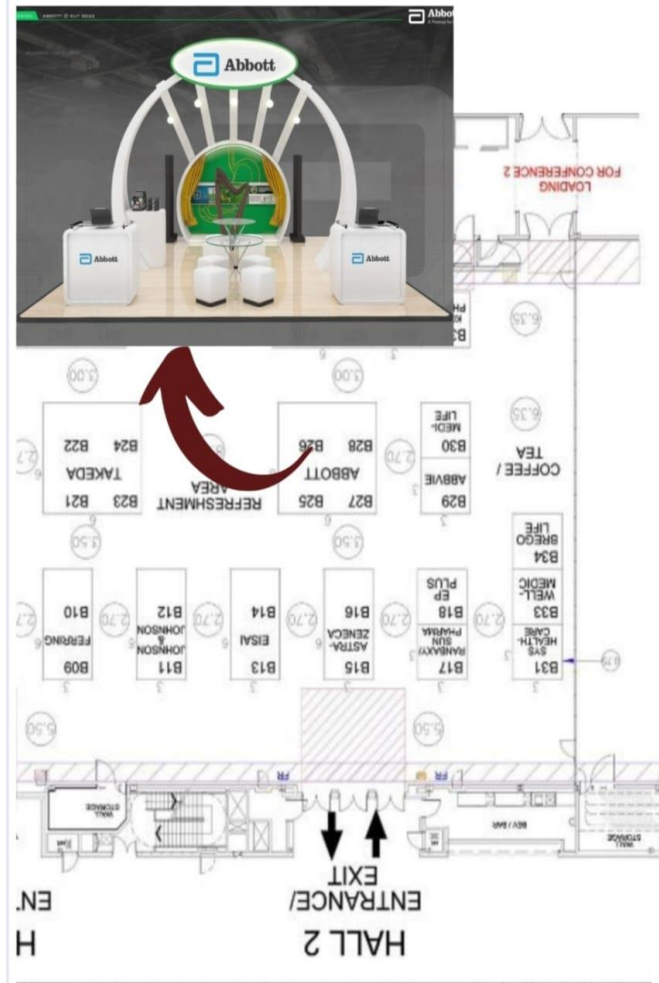
COMPANY NAME : INSTANT MEDIA SDN BHD
ACCOUNT NO. : 5620 2163 5763 (MAYBANK BERHAD)
Swift code : MBBEMYKL

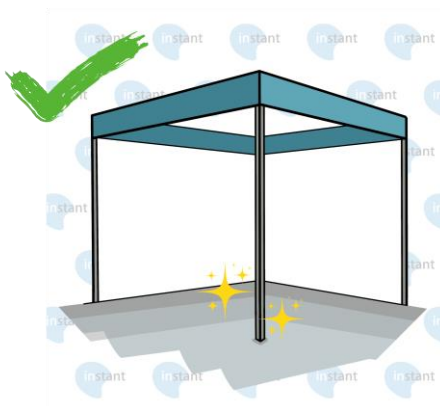
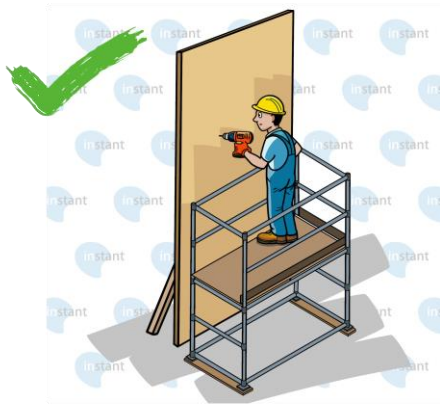
RULES & REGULATIONS TO ALL NON-OFFICIAL CONTRACTORS

It is the responsibility of the contractor to ensure all regulations, policies and deadlines outlined in the Contractor's Regulations during **MMAC 2025** are observed carefully and performed by the Contractor involved in Exhibition. The following guidelines must be adhered to:-

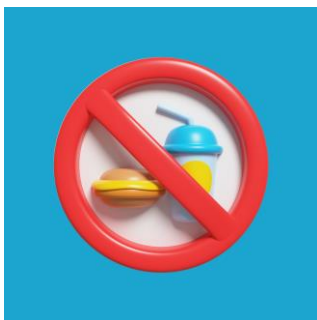
Part 1: Management Rules and Regulations.

1. All non-official contractors are required to register with the Official Main Exhibition Contractor.
2. Material used for lining, drapes or overhead structure or as part of the theme or display to public must be rendered non-flammable as per BOMBA requirement. The use of flammable materials is strictly prohibited unless treated with fire retardant.
3. Activities which generate dust such as welding, sanding sawing are strictly prohibited. Stand structure shall pre-fabricate off site and no major painting is permitted.
4. Only non-toxic primarily water-based, paints are permitted. Any liquid chemical in bottle must be label and Spray painting is not allowed within the venue.
5. Any person caught committing unsafe work practices and or non-compliance activities will be prohibited from working in **Royal Chulan Damansara**.
6. Only show Official contractors are allowed to carry-out electrical and pipe installation of the show.
7. The registered stand fitting contractors will ensure compliance and regulate non-officials' full adherence and observance of all rules and regulations, including the strict observance of the Build-up and Teardown Schedule.
8. The organizer reserves the right to charge any entities who have violated and rules and regulations or delay in the build-up and teardown, for additional works required as a result of the violation.
9. Subject to the rules and regulations, all stand designs by the Non-officials/Independent stand builders are required to submit for approval to the address below respectively.
10. Exhibitors are encouraging to engage the registered stand fitting contractors (Officials) for the construction of the booth stand design.
11. A non-compliance fees of MYR10,000.00/stand will be imposed for failing to comply with the rules and regulations and failing to acquire the relevant approval from Officials/Organizer.
12. No Exhibitor may place any display material and exhibit or allow dividing wall or any part of their stand design and fittings beyond their contracted boundary.
13. No exhibitor may place any display material and exhibit or allow dividing wall or any part if their stand design and fittings beyond their contracted boundary. Stands will not be permitted to exceed **2.44m (8ft) in height**. Any design for a structure exceeding **2.44m (8ft)** in height must be submitted for approval six (6) weeks in advance before the show to Organizer and approval will be considered on case-to-case basis.
14. Open frontages: All stands, irrespective of height must have at least half of any frontages facing and aisle open or fitted with transparent (clear see-through) materials. This area must be left visibly free of construction.
15. Exhibitor occupying perimeter space must include in their design a back wall for their stand. Failure to do this will result in Organizer building this wall on the Exhibitor's behalf and recharging the cost to the exhibitor or the appointed contractor of the exhibitor.
16. All booth designs and construction must comply with guidelines, rules and regulations laid down by the relevant government authorities, as well as both Organizer and the exhibition hall owner's requirements.
17. The booth must be constructed in accordance with the approved design and be ready within the build-up period specified in the show rules and regulations.
18. The exhibiting company shall ensure that the booth is dismantle in a safe, systematic and organized manner, within the specified dismantling period.
19. All electrical installation work from source of supply at the exhibition must be carried out solely by the Organizer's official contractor.
20. Exhibitor requiring different voltages, stabilizers, frequency or special connections to equipment should arrange for their own transformers, converters, boosters, etc. and keep the Organizer informed.
21. The use of multiple socket outlets is strictly prohibited to avoid any overloading as this may lead to a trip in the incoming power supply and cause inconvenience to other exhibitors.
22. With regards to order issues in general, the Rules and Regulations stipulated in this E-Manual are still to be complied with.
23. An official warning letter will be issued and penalty fee will be imposed by the official contractor to outside contractor who do not comply to venue and show rules & regulations (as spelled out in this indemnity letter) after second verbal warning is given.
24. In the event of using fabric as part of the stand design, kindly provide the certificate of fire retardant as a proof.
25. In order to facilitate review on the technical and safety aspect of the stand design, the following guideline is required to be followed to the latter.
 - a) Stand Appraisal Check-list must be clearly written, either work file or PDF format are acceptable.
 - b) The different view of the 3D diagrams/photo/picture shall be presented into the document together with checklist. (Please do not attached various attachments to the email)
 - c) The description of the technical aspect and safety element must be indicated into the 3D diagram/photo/picture.
 - d) Height of the stand must be indicated in the diagram/photo/picture.
 - e) Ground structure and hanging object (if any) submission must be submitted in separate file, include the hanging object order form.











INDEMNITY LETTER (FORM 4)

MMAC 2025

DEADLINE SUBMISSION : 19th MAY 2025

Part 3 : INDEMNITY

I hereby confirm that I have read and understood the above and agree to abide by the terms and conditions by duly signing the rules and regulations.

Booth Name	
Booth No.	
Non Official-Contractor Company	
Person In Charge Name (Non-Official)	
Designation	
Contact No.	
Date	
Signature	
Company Stamp	