



## IMPORTANT ACTION ITEMS AND DEADLINES

Action to be taken by exhibitors	Deadline
<p><b>1. REGISTRATION OF INTEREST</b></p> <p>Complete the <a href="#">PIKOM PC Fair 2012(I) Booking Form</a> by indicating your interest in the respective locations.</p> <p>Booking form without <i>contact details</i>, <i>authorised signatory</i> and <i>company stamp</i> will <b>NOT</b> be acceptable.</p>	<p><b>3 February 2012</b> (Friday)</p>
<p><b>2. LOCAL MEMBER (LM) STATUS</b></p> <p>To apply for year 2012 Local Member status, please submit the following 3 compulsory documents:</p> <ol style="list-style-type: none"> <li>1. Registered Company's physical place of business <b>Shop Front Photo</b></li> <li>2. Registered Company's <b>Utility Bills</b></li> <li>3. Registered Company's latest (November/December 2011) <b>Bank Account Statements</b></li> </ol> <p><i>Note: Registered company's name on the 3 documents MUST be same with PIKOM membership registration name, and address MUST be same with local registered company's address.</i></p> <p>Please note that the LM status is <b>NOT</b> applicable in Kuala Lumpur. In addition, it also does not guarantee you a booth in the location(s) where you are qualified when the local members have exceeded the booth available.</p>	<p><b>3 February 2012</b> (Friday)</p>
<p><b>3. DEPOSIT PAYMENT</b></p> <p>A deposit of <b>RM500</b> is required for the booth of every 9 sqm or 7.5 sqm of booth space. The cheque should be made payable to <b>PIKOM SERVICES SDN BHD</b> and attach with <a href="#">Payment Advice</a>.</p> <p>Alternatively, you may choose to pay the deposit via credit card. We only accept Visa or MasterCard. Please complete the <a href="#">Credit Card Authorisation Form</a> and fax to us.</p> <p>Any booking without deposit will <b>NOT</b> be eligible for balloting.</p>	<p><b>3 February 2012</b> (Friday)</p>
<p><b>4. BOOKING CONFIRMATION AND FINAL BALLOTING DETAILS</b></p> <p>The final programme, balloting details and confirmation of your booking status will be sent to you. If you do not receive by this deadline, please contact us immediately.</p>	<p><b>6 February 2012</b> (Monday)</p>
<p><b>5. SETTLEMENT OF OUTSTANDING PAYMENT (if any)</b></p> <p>Please note that members and associates who have outstanding amounts owing in membership dues and related PC Fair payments would need to clear the amounts before balloting is allowed.</p>	<p><b>Immediate</b></p>