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Appendix

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**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE (JCC)
JAKARTA, INDONESIA**

1. EVENT SCHEDULE

Exhibitor Move-in	Sunday, 28 October	1200-1800 hours
	Monday, 29 October (Main Lobby)	0900-2100 hours
Exhibitor Registration	Sunday, 28 October (Outside Entrance Foyer)	1200-1800 hours
Registration	Monday, 29 October	1500-1900 hours
	Tuesday, 30 October	0730-1730 hours
	Wednesday, 31 October	0800-1730 hours
	Thursday, 1 November (Outside Entrance Foyer)	0800-1700 hours
Exhibit Hours	Tuesday, 30 October	1000-1730 hours
	* Welcome Reception/ Poster Session	1600-1730 hours
	Wednesday, 31 October	0830-1730 hours
	* Poster Session Reception	1600-1730 hours
	Thursday, 1 November (Main Lobby)	0830-1630 hours
Move-Out	Thursday, 1 November	1630 hours -midnight

Exhibitors may enter the exhibition area one hour before opening time each morning and remain in the exhibit area one hour after closing time.

Each Exhibitor is solely responsible for complying with all laws, ordinances and regulations pertaining to customs, health, fire prevention and public safety while participating in the exhibition.

***Exhibitors are required to attend their booths throughout the exhibit hours especially during the Welcome Reception/ Poster Session (Tuesday, 30 October) and Poster Session Reception (Wednesday, 31 October)**

Organised by:

Society of Petroleum Engineers, SPE-Asia Pacific (M) Sdn. Bhd.
Suite 23-02, Level 23, Centrepont South, Mid Valley City, Lingkaran Syed Putra,
59200 Kuala Lumpur, Malaysia
Tel: 60.3.2288.1233; Fax: 60.3.2282.1220 (effective 7 May 2007)
Gregg Parker, SPE Project Manager, (gparker@spe.org) (mobile: 60.12.691.9273) or
Belinda Sum, SPE Assistant Event Manager (bsum@spe.org)

Exhibit Chairpersons –Jakarta:

Herry Wibiksana,	Tel. 62.21.5735.4242;	Email: Herry.wibiksana@conocophillips.com
Karen Agustiawan,	Tel. 62.21.250.5588;	Email: Karen_a@pertamina.com
Maria R. Nellia,	Tel. 62.21.8399.1645;	Email: maria.nellia@eniindonesia.co.id
Tanu Wijaya,	Tel. 62.21.780.8068;	Email: tanu@imeco.co.id
Djoko Sumaljo		Email: dsumaljo@bpmigas.com
Luki Hidayati		Email: lhidayati@bpmigas.com

2. EXHIBITION HALL SPECIFICATIONS

(Main Lobby, JCC)

Floor Loading: **500 kg per sqm**
Ceiling Height: **6.0m**

Storage space is not available on site, but it can be arranged for Exhibitors through R.E. Rogers (M) Sdn. Bhd.

3. STAND CONSTRUCTION

3.1 Shell Scheme Specification

Walls: 2.4m high rear and dividing wall partitions with white laminated in-fill panels.
Fascia: Overhead fascia panel with cut-out company name and stand number.
Lighting: One 13amp/220V power socket, and two 40W fluorescent tube lights.
Furniture: Information counter, 2 folding chairs, 1 waste paper basket
Carpet: Needle punch carpet.

3.2 Official Stand Contractor

PT. Samudra Dyan Praga (referred to henceforth as SAMUDRA)
Jend. Basuki Rachmat 31
Jakarta 13430
Indonesia
E-mail: marketing@samudra.co.id

Contacts:

Ms. Puspita Reno W. (Tata)
Project Executive
PT. Samudra Dyan Praga
Mobile Phone No.: 62.81.1819117
Email: smdr_sales3@cbn.net.id

Mr. Rachman Siregar
Sales Manager
PT. Samudra Dyan Praga
Mobile Phone No.: 62.81.7090.0027
Email: rachman@dyandra.com

Please refer to the *SAMUDRA* forms, included herein, to order additional furniture or electrical needs.

3.3 Self-Build Stands

Exhibitors with self-build stands should contact the official stand contractor, SAMUDRA, to discuss their requirements, and to provide SPE Asia Pacific Office (Kuala Lumpur) the contractor's name and contact details, and submit a structural/dimensional drawing of the stand for approval, by **1 September 2007**. Only authorised contractor(s) are allowed to work within JCC. Authorisation for contractors is **ONLY** available from SPE.

Exhibitors are responsible and liable for any such contractor's observance of all rules and regulations, and will be responsible for all labour charges, utility charges, or other costs incurred in the set-up, maintenance or dismantling of its exhibition stand and equipment.

3.4 Stand Construction Regulations

- a. Any exhibit or structure which is higher than 6.0 metres will not be permitted because of the ceiling height limitation.
- b. No display material is to be applied to the **fascia** of a standard shell scheme stand.
- c. No suspension of any kind may be made from the ceiling of the exhibition area nor may any fittings or paintings be made directly to the floor, walls, pillars, or any part of the building. If you require assistance in assembling your exhibits, please consult the official contractor SAMUDRA.
- d. No fittings of any kind are allowed onto neighbouring sides or rear walls.
- e. Exhibits shall be brought in and out through the Main Lobby Loading Dock. It is **NOT** permitted to bring exhibits in and out through the Main Lobby.
- f. No partitions or exhibit boards can be erected in such a way as to obstruct the air-conditioning vents whereby affecting the even distribution of air in the Function Room or Lobby Area. Construction must be a minimum of **0.5 metres** away from the walls.
- g. Aisles leading to emergency exits must not be obstructed.
- h. During build-up and dismantling, the Exhibitor and his contractor will be responsible for the daily removal of rubbish (i.e. paint cans, lumber scraps, packing materials, etc.). Failure to comply will result in the Exhibitor being liable for rubbish removal fees.
- i. No person shall cut into or through any floor covering or the wall, nor alter any stand service structure, without written authorisation from SPE Project Manager, Gregg Parker. Any such damage to stand structure or exhibition premises will be invoiced to the Exhibitor.
- j. Loud speakers may not be used in the Exhibition Area. For more information, please contact the SPE Project Manager.
- k. No bolts, nails, tacks, pins, adhesive or any devices likely to deface or damage walls, floors, furniture and furnishings shall be used on any part of the facilities.
- l. The fire safety system (sprinkler heads, fire alarm, break glass, fire fighting appliances) is not to be obscured or obstructed, preventing efficient operation.
- m. Spray painting and/or power sawing is not permitted.
- n. Fabrication or constructions are to be done in a manner that does not disrupt or interfere with the others in the area. All fabrication, construction and installation work permitted to be carried out is at the liability and cost of the exhibitor and should be carried out in such a manner as not to cause any disturbance to other guests. No additional work can be done once the Exhibition is open.
- o. Only the official contractor SAMUDRA is permitted to undertake any electrical work.
- p. No altering of electrical installations and additions (including electrical fittings) to the existing facilities without JCC's written approval.
- q. Contractors appointed by exhibitors are not permitted to use JCC's equipment or facilities as places of work.

SUPPLY VOLTAGE:	Single Phase 220V/50Hz + 5 % Three Phase 380V/50Hz + 5%
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4. FREIGHT HANDLING

R.E. Rogers is the official freight/transportation contractor. R.E. Rogers (Malaysia) Sdn. Bhd. in conjunction with its sister company PT Rogers Karya Gelar Jakarta will be responsible for the customs clearance, move-in, and removal of exhibits. To enable the timely delivery of your exhibits, customs-cleared to the exhibition site, Exhibitors are urged to thoroughly read all pages of the R.E. Rogers packet included herein. Exhibitors or their appointed agent should contact your nearest R.E. Rogers office if you require additional information.

R.E. Rogers (Malaysia) Sdn. Bhd.
No. 7, Jalan Juruodit U1/76,
Taman Perindustrian Batu Tiga,
40000 Shah Alam, Malaysia
CTC : Mr. Chris Smith/ Rizal
Tel : 60.3.5510.8611
Fax : 60.3.5510.6296
E-mail : chris@rerkul.com.my
rizal@rerkul.com.my

P.T. Rogers Karya Gelar
International Freight Forwarders
Jl. Gunung Sahari Raya No. 60-63
Jakarta, Indonesia
CTC : P Wajong/ Ms. Yunni
Tel : 62.21.420.5430
Fax : 62.21.420.5453

5. SERVICES PROVIDED

5.1 Cleaning

By 2100 hours on Monday, 29 October 2007, all construction work and set-up shall cease. All vehicles, mechanical devices, ladders, trestles, scaffolds, trolleys, spare materials and other items involved with the construction of stands will be removed from the exhibition area.

General cleaning shall commence from 2130 hours on Monday, 29 October 2007. Any special cleaning or clearing of booth, furniture and/or equipment necessary because of late stand build-up, before the opening of the event, will be billed to the Exhibitor and may be subject to availability of staff. The cleaning listed below will be provided by the organiser after exhibit hours each day.

- Cleaning and clearing of all aisles & toilets

The individual booths will not be cleared of rubbish. Please contact JCC for a price quotation.

If an Exhibitor's booth/stand and its vicinity are unduly littered during the joint hand-over inspection after the event, the costs of cleaning and rubbish disposal shall be the Exhibitor's responsibility.

5.2 Security

For security and safety reasons, exhibit material movement in and out of the exhibit halls during show hours is not permitted.

Should a problem involving late shipments, missing shipments, or exhibit material damage, require attention/service during exhibit hours, please contact the SPE Project Manager for authorisation.

Day and night security will be maintained by the organisers from Sunday, 28 October to Thursday, 1 November 2007. However, SPE will not be responsible for any loss, damage or personal injury, regardless of the cause. Exhibitors are strongly advised to have all articles of value covered by insurance. After the show, booths should not be left unattended until all personal property and portable exhibits have been removed, and rented items have been collected by appropriate suppliers.

5.3 Exhibitor Badges

Badges for staff may be collected at the Registration Counter, Main Lobby of the JCC, from Sunday, 28 October between 1200-1800 hours. To assist in security procedures, please see that your staff use the badges whenever they enter the centre.

5.4 Optional & Additional Services

The following services can be ordered on the forms at the back of this manual.

- a) **Audio Visual Equipment** Rental will be provided by SAMUDRA. Exhibitor owned equipment brought in is subject to inspection and registration for security purposes (see audio visual declaration form). **This includes laptop computers carried and used by stand personnel.**
- b) **Hospitality Suites** Hospitality Suite arrangements can be made directly with the Sultan Hotel Jakarta Hotel.
- c) **Stand Catering Services** All food and beverages must be purchased from JCC.
- d) **LAN Internet Connection** JCC can arrange to install dedicated LAN internet line.
- e) **Telephone Service** JCC can provide telephone service for the duration of the exhibition.

6. PHOTOGRAPHY AND FILMING

Exhibitors can film or photograph only their own exhibits/booth within the exhibition areas.

7. COURTESY TO OTHER EXHIBITORS

The organisers reserve the right to determine the acceptable sound level of demonstrations. No display or packing material should be placed outside the stand boundaries. Distribution of promotional material must be confined to the allocated stand.

8. INSURANCE

Exhibitors should arrange insurance coverage against show cancellation, the risk of loss and general liability. Exhibitors shall indemnify the organisers against all claims, demands and expenses howsoever arising in connection with the exhibition. Safety of the Exhibitor's property is the Exhibitor's responsibility. The organiser will not be responsible for show cancellation, loss, damage, or injury, whatsoever. Exhibitors must be sure that their employees and their contractors are insured under a workmen's compensation policy.

9. PROMOTION/EXHIBIT DEMONSTRATION

Exhibitors are not allowed to place stickers, signs or posters anywhere on the halls other than within their own stand. Likewise, Exhibitors' representatives may not distribute brochures, invitations, or promotional materials outside their own allocated stand space.

10. SMOKING

Smoking is only permitted in designated areas. Those caught violating this policy will be ejected from the premises.

11. OTHERS

All electrical devices to be connected to a telephone line (e.g. credit card machine, fax machine, modem) must have an electrical ground. Failure to comply with this instruction will cause damage to the PABX card of the Jakarta Convention Centre and will carry a fine/replacement charge.



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER -1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA, INDONESIA**

STAND PERSONNEL REGISTRATION FORM

NOTE: All portions of this form must be completed. Print names as they should appear on meeting badge. Registration will not be processed without payment. This form can be used as a company invoice.

SPE Member : Yes No SPE Member Number

Registrant's First Name (forename) Last Name (family name)

Title or Position

Company

P.O. Box or Street Address

City

State Country Zip/Postal Code

Office Telephone (Include Country and City Code) Facsimile (Include Country and City Code)

E-mail Address

**Please complete and return to
SPE by 28 September 2007**

Mail or Email to:
Registrar-2007 APOG
Society of Petroleum Engineers
Suite 23-02, Level 23
Cetrepont South, Mid Valley City
Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia
Email: spekl@spe.org

FEE PER PERSON	NO.	COST	REGISTRATION
Complimentary			COMPLIMENTARY EXHIBITOR – Stand Personnel (2 complimentary registrations per 3x3 booth – includes technical sessions, exhibition, Welcome Reception, poster session/reception daily luncheon and coffee breaks)
US\$200			EXHIBITOR (Includes technical sessions, exhibition, Welcome Reception, poster session/reception, daily luncheon and coffee breaks)
ADDITIONAL CD-ROM PROCEEDINGS AND TICKETS			
US\$100			CD-ROM <i>PROCEEDINGS</i> – MEMBER
US\$150			CD-ROM <i>PROCEEDINGS</i> – NONMEMBER
US\$40			LUNCHEON – Check day you will attend <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday
US\$100			Conference Dinner – inclusive of partner (Wednesday, 31 October)
TOTAL US\$			

PAYMENT OPTIONS:

U.S. Dollars Cheque or Money Order Payable to
Society of Petroleum Engineers

- American Express MasterCard
 Diners Club Visa

(Credit Card Payment will be in U.S. Dollars only.)

Electronic Transfer. Bank details will be provided on the invoice.

Card Number

Exp. Date

Signature

Name as it appears on Card _____

Billing address of Card _____

Zip Code/Postal Code of Card _____

REFUND DEADLINE: Cancellations must be submitted to this office and postmarked no later than **28 September 2007** to receive a refund less US\$100 processing fee.



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
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JAKARTA, INDONESIA**

AUDIO VISUAL EQUIPMENT DECLARATION FORM
(To be used on-site only)

Company : _____
 Address : _____
 Telephone No. : _____ Fax No. : _____
 Booth No. : _____ Date : _____

Item No.	Description	Quantity	Purpose	Duration	For Official Use Only
1.					
2.					
3.					
4.					
5.					

I/We hereby declare that the equipment(s) as described above is/are part of the packing list of items for this event. We understand and agree to abide by the terms and conditions stated herein.

TERMS AND CONDITIONS

EXHIBIT MANAGEMENT reserves the right:-

- i) To inspect and test all equipment.
- ii) To refuse utilisation of equipment(s) if found faulty or not complying to local standards.
- iii) **A copy of this form must be prepared for all Exhibitor owned equipment brought into the exhibit area. Failure to do so may result in equipment being held at exhibition close until satisfactory proof is established.**

Name : _____ Signature : _____

Designation : _____ Date : _____

For Official Use:

Checked by : _____ Signature : _____

Date/Time : _____ Remarks : _____



**SPE Asia Pacific Oil & Gas
Conference and Exhibition (07APOGCE)
30 October-1 November 2007 • Jakarta, Indonesia**

ADVERTISING OPPORTUNITIES

Note: All advertisements, logos, etc. must confirm to requirements listed on the Advertising Specifications Sheet and must be approved by SPE prior to implementation.

Advertisement Category	Price	Quantity	Total
II. On-Site Conference Programme (10 x 23 cm)			
Materials Deadline: 28 September 2007			
Full Page 4-Colour	US\$2,000.00		
Full Page Black & White	US\$1,500.00		
Half Page Black & White	US\$1,200.00		
Inside Front Cover Full Page 4-Colour	US\$2,500.00		
Inside Back Cover Full Page 4-Colour	US\$2,000.00		
Outside Back Cover Full Page 4-Colour	US\$2,800.00		
Centrespread (1-side)	US\$2,500.00		
Centrespread (2-sides)	US\$4,000.00		
	TOTAL		
	Advertising Total		US\$

Advertisement cost will be invoiced to exhibitors, **NOT** to advertising agents. No artwork will be returned unless requested.

Exhibitor/Sponsor Company Name: _____

Contact: _____ Title: _____

Address: _____

Tel: _____ Fax: _____

Email: _____ URL Address: _____

Method of Payment Cheque Enclosed Wire Transfer – Please provide me the bank details.
 AMEX MasterCard Visa Diner's Club

Credit Card No.: _____ Expiry Date: _____

Cardholder Name: _____ Signature: _____

To place your order, submit this completed form to:

Gregg Parker, Project Manager, SPE-Asia Pacific (M) Sdn. Bhd., Suite 23-02, Level 23, Centrepoint South,
Mid Valley City, Lingkaran Syed Putra, 59200 Kuala Lumpur, Malaysia
Tel: +60.3.2288.1233 • Fax: +60.3.2282.1220 • E-mail: gparker@spe.org



SPE Asia Pacific Oil & Gas
Conference and Exhibition (07APOGCE)
30 October-1 November 2007 • Jakarta, Indonesia

ADVERTISING SPECIFICATION SHEET

Materials Submission Deadlines
On-Site Conference Programme (10 x 23 cm) - 28 September 2007

The following is required for an advertisement in the 2007 APOGCE Conference Preview and On-Site Pocket Programme:

Size

	Full Page	Half Page
Programme	10 cm wide x 23 cm deep	-

Film Requirements

Positive type right-reading, emulsion side down, minimum 150 line screen.
Colour hardcopy with matching proof, and font type (for 4- colour advertisement).
Bromide or black and white artwork (for black and white advertisement).

Digital Requirements

1. Quark Xpress for Macintosh with fonts attached. Artwork in CD, along with a hardcopy,
- OR**
2. Adobe Illustrator File (.ai file). Artwork in CD, along with a hardcopy.

LOGOS FOR PRINT MATERIALS

Logos for print materials must be supplied as high-resolution (300 dpi or greater) as an eps or tif file. A colour proof (for colour logos) or a black and white laser (for black and white logos) must accompany the disc. **DO NOT** send logos that are embedded in word processing documents (doc, wpd, etc.) or PowerPoint files.

NOTE: If printing requires Pantones, please provide the Pantone codes.

MATERIALS TO BE SENT TO

Mr. Gregg Parker
Project Manager
Society of Petroleum Engineers
Suite 23-02, Level 23, Centrepoint South
Mid Valley City, Lingkaran Syed Putra
59200 Kuala Lumpur, Malaysia
Tel: 60.3.2288.1233
Fax:60.3.2282.1220
E-mail: gparker@spe.org

NOTE: It would be best to send the materials via courier.



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

**FORM 1
Deadline
October 12th 2007**

ADDITIONAL FURNITURE RENTAL

PT. Samudra Dyan Praga is the official furniture rental contractor. Should you require any additional furniture that is not provided in the Standard Shell Scheme package, please make your order below:

ITEM	UNIT COST	QUANTITY	AMOUNT
a. Upright chair (red)	US\$ 15.00	_____	US\$ _____
b. Folding Chair (White/Silver White)	US\$ 10.00	_____	US\$ _____
c. Orbit chair (white)	US\$ 20.00	_____	US\$ _____
d. Leather Arm Chair (Black/Chrome)	US\$ 15.00	_____	US\$ _____
e. Round barstool with backrest (black)	US\$ 25.00	_____	US\$ _____
f. Single sofa (black)	US\$ 30.00	_____	US\$ _____
g. Coffee table 0.50mL x 0.50mW x 0.50 mH	US\$ 18.00	_____	US\$ _____
h. Reception desk 1.00mL x 0.50mW x 0.75mH	US\$ 20.00	_____	US\$ _____
i. Coffee table with glass top 0.60mØ x 0.50mH	US\$ 20.00	_____	US\$ _____
j. Round table with wooden top 0.60mØ x 0.75mH	US\$ 25.00	_____	US\$ _____
k. Lockable cupboard 1.00mL x 0.50mW x 0.75mH	US\$ 25.00	_____	US\$ _____
l. Shelves (flat) 1.00mL x 0.30mW	US\$ 20.00	_____	US\$ _____
m. Coat hanger	US\$ 10.00	_____	US\$ _____
n. Standing brochure rack with A4 size acrylic holder	US\$ 25.00	_____	US\$ _____
	TOTAL		US\$ _____
	LATE ORDER FEE 10%		US\$ _____
	ON SITE ORDER FEE 20%		US\$ _____
	10% PPN (VAT) TAX		US\$ _____
	TOTAL AMOUNT PAYABLE		US\$ _____

PAYMENT

- 1) All orders must be accompanied with full payment
- 2) Orders without payment will not be executed
- 3) Items are limited, late orders cannot be guaranteed, and if accepted, will be subject to a 10% surcharge after the **October 12th 2007** deadline and 20% surcharge for on site orders
- 4) Prices are for duration of Exhibition/Conference

Authorised By :

Name : _____ Title : _____
 Company : _____
 Address : _____
 City / State : _____
 Zip : _____ Country : _____
 Tel : _____ Fax : _____ E-mail : _____
 Signature : _____ Booth # (s) _____

Return to :

PT. Samudra Dyan Praga
 Jl. Jend. Basuki Rachmat No. 31
 Jakarta 13430, Indonesia
 Tel : (62-21) 860 4622
 Fax : (62-21) 862 6128
 E-mail : smdr_sales3@cbn.net.id
infosamudra@cbn.net.id
 Attn : Ms. Puspita

In accordance with Indonesian Regulations, all orders are subject to VAT (PPN) at 10%

PLEASE KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

ORDER FORM / INVOICE

FORM 2
Deadline
October 12th 2007

ELECTRICAL SERVICES

ITEM	UNIT COST	QUANTITY	AMOUNT
a. 100W Spotlight	US\$ 20.00	_____	US\$ _____
b. 100W Long arm Spotlight	US\$ 35.00	_____	US\$ _____
c. 40W fluorescent light (1.2mL)	US\$ 15.00	_____	US\$ _____
d. 2Amp up to 6Amp 220V single phase power point	US\$ 100.00	_____	US\$ _____
e. 10Amp 220V single phase power point	US\$ 170.00	_____	US\$ _____
f. 16Amp 220V single phase power point	US\$ 255.00	_____	US\$ _____
g. 20Amp 220V single phase power point	US\$ 320.00	_____	US\$ _____
h. 10Amp 380V three phase power point	US\$ 200.00	_____	US\$ _____
i. Socket and installation	US\$ 10.00	_____	US\$ _____
	TOTAL		US\$ _____
	LATE ORDER FEE 10%		US\$ _____
	ON SITE ORDER FEE 20%		US\$ _____
	10% PPN (VAT) TAX		US\$ _____
	TOTAL AMOUNT PAYABLE		US\$ _____

Please indicate on the Electrical Layout Plan on the next page, the location of each item. Failure to do so will result in items placed at our discretion and Exhibitor will be responsible for any cost to relocate items.



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

**FORM 3
Deadline
October 12th 2007**

ELECTRICAL LAYOUT PLAN



LEGEND :

- | | |
|----------------------------|---------------------------|
| ▽ Spotlight Lamp | ⊕ Three phase power point |
| ⊖ Single phase power point | ↔ Fluorescent lamp |

PAYMENT

- 1) All orders must be accompanied with full payment
- 2) Orders without payment will not be executed
- 3) Items are limited, late orders cannot be guaranteed, and if accepted, will be subject to a 10% surcharge after the **October 12th 2007** deadline and 20% surcharge for on site orders
- 4) Prices are for duration of Exhibition/Conference

Authorised By :

Name : _____ Title : _____
 Company : _____
 Address : _____
 City / State : _____
 Zip : _____ Country : _____
 Tel : _____ Fax : _____ E-mail : _____
 Signature : _____ Booth # (s) _____

Return to :

PT. Samudra Dyan Praga
 Jl. Jend. Basuki Rachmat No. 31
 Jakarta 13430, Indonesia
 Tel : (62-21) 860 4622
 Fax : (62-21) 862 6128
 E-mail : smdr_sales3@cbn.net.id
 : infosamudra@cbn.net.id
 Attn : Ms. Puspita

In accordance with Indonesian Regulations, all orders are subject to VAT (PPN) at 10%

PLEASE KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

**FORM 4
Deadline
October 12th 2007**

ORDER FORM / INVOICE

AUDIO VISUAL SERVICES

<u>ITEM</u>	<u>UNIT COST</u>	<u>QUANTITY</u>	<u>AMOUNT</u>
a) TV 21"	US\$ 50.00/day	_____	US\$ _____
b) TV 29"	US\$ 65.00/day	_____	US\$ _____
c) VCD/DVD Player	US\$ 75.00/day	_____	US\$ _____
d) TV Plasma 42"	US\$236.00/day	_____	US\$ _____
e) LCD Projector 1000Ansi Lumens (SVGA)	US\$200.00/day	_____	US\$ _____
	TOTAL		US\$ _____
	LATE ORDER FEE 10%		US\$ _____
	ON SITE ORDER FEE 20%		US\$ _____
	10% PPN (VAT) TAX		US\$ _____
	TOTAL AMOUNT PAYABLE		US\$ _____

PAYMENT

- 1) All orders must be accompanied with full payment
- 2) Orders without payment will not be executed
- 3) Items are limited, late orders cannot be guaranteed, and if accepted, will be subject to a 10% surcharge after the **October 12th 2007** deadline and 20% surcharge for on site orders
- 4) Prices are for the duration of the Exhibition/Conference

Authorised By :

Name : _____ Title : _____
 Company : _____
 Address : _____
 City / State : _____
 Zip : _____ Country : _____
 Tel : _____ Fax : _____ E-mail : _____
 Signature : _____ Booth # (s) _____

Return to :

PT. Samudra Dyan Praga
 Jl. Jend. Basuki Rachmat No. 31
 Jakarta 13430, Indonesia
 Tel : (62-21) 860 4622
 Fax : (62-21) 862 6128
 E-mail : smdr_sales3@cbn.net.id
infosamudra@cbn.net.id
 Attn : Ms. Puspita

In accordance with Indonesian Regulations, all orders are subject to VAT (PPN) at 10%

PLEASE KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

**FORM 5
Deadline
October 12th 2007**

BOOTH INFORMATION

The Form must be returned by all Exhibitors.

Please indicate below the name of the company and stand number to be reflected on the fascia board (PLEASE TYPE OR PRINT IN CAPITAL LETTERS). A maximum of twenty (20) letters can be accommodated.

COMPANY NAME

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

STAND NO

--	--	--	--

PLEASE SEE ATTACHED DIAGRAM FOR STANDARD SHELL SCHEME BOOTH

Authorised By :

Name : _____ Title : _____
 Company : _____
 Address : _____
 City / State : _____
 Zip : _____ Country : _____
 Tel : _____ Fax : _____ E-mail : _____
 Signature : _____ Booth # (s) _____

Return to :

PT. Samudra Dyan Praga
 Jl. Jend. Basuki Rachmat No. 31
 Jakarta 13430, Indonesia
 Tel : (62-21) 860 4622
 Fax : (62-21) 862 6128
 E-mail : smdr_sales3@cbn.net.id
infosamudra@cbn.net.id
 Attn : Ms. Puspita

In accordance with Indonesian Regulations, all orders are subject to VAT (PPN) at 10%

PLEASE KEEP A COPY OF THIS FORM FOR YOUR OWN RECORDS



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

STAND CLEANING ORDER FORM/INVOICE

Deadline: 23 October 2007

Cleaning services of stands are available from Jakarta Convention Center at a charge of US\$ 1.00 plus 21% Government Tax & Service Charge per sqm per day

Booth No.	Price/sqm	Total sqm	No. of day	Sub Total	21% Tax & Service	Total
	US\$ 1.00					

Payment:

- All orders must be accompanied with full payment on site either by: Cash, Visa, Master or Amex. Please charge the amount to my Visa/Master/Amex Card Account
 Card No. : _____ Card Expiry Date: _____
 Date of Order : _____ Name : _____
- Orders without payment will not be executed
- Prices are for the duration of the exhibition

Authorised by:

Name : _____ Title: _____
 Company : _____
 Address : _____
 City/State : _____
 Zip : _____
 Phone : _____
 Telex : _____
 Fax : _____

Return to:

Jakarta Convention Center
 Jalan Jendral Gatot Subroto
 P.O. Box 4916
 Jakarta 10049 Indonesia
 Tel: +62-21-572 6000
 Fax: +62-21-572 6528/23

Attn.: Hosea Andreas Runkat
 Email: andreas@jcc.co.id

Signature :

Booth #: _____



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

TELEPHONE ORDER FORM / INVOICE

Deadline: 16 October 2007

Installation Fee	Price per unit	Unit	Sub-total	21% T&S	Total
Local line (via PABX)	US\$ 50.00				
International Direct Dial (via PABX)	US\$ 150.00				
HOTLINE (via PABX/ Direct Telkom Line)	US\$ 150.00				
ISDN Line	US\$ 350.00				
	Sub-total				
Pulse Deposit per unit	US\$ 150.00				
Total					

IMPORTANT INFORMATION:

- Temporary telephone facilities are available at one time installation, including telephone handset. Lines will be opened as requested for local or international calls. Telephone charges based on actual calls. Computer print-out for each line will be submitted. Refundable deposit of US\$ 150.00 per line is applicable
- Order received after the deadline is subject to an additional 30% of the quoted price
- ISDN Line is available on request & will be provided by PT. Telkom Indonesia. 2 (two) weeks advance notice is required. Order can only be confirmed when accompanied with full payment before the deadline.

IMPORTANT INSTRUCTION:

All electrical devices to be connected to a telephone line (e.g. credit card machine, fax machine, modem) must have an electrical ground. Failure to comply with this instruction will cause damage to the PABX card and will carry a fine/replacement charge of US\$ 1,250 per card with full US\$ Dollar rate value.

Payment:

- All orders must be accompanied with full payment on site either by: Cash, Visa, Master or Amex. Please charge the amount to my Visa/Master/Amex Card Account
Card No. : _____ Card Expiry Date: _____
Date of Order : _____ Name : _____
- Orders without payment will not be executed
- Prices are for the duration of the exhibition

Authorised by:

Name : _____ Title: _____
Company : _____
Address : _____
City/State : _____
Zip : _____
Phone : _____
Telex : _____
Fax : _____

Return to:

Jakarta Convention Center
Jalan Jendral Gatot Subroto
P.O. Box 4916
Jakarta 10049 Indonesia
Tel: +62-21-572 6000
Fax: +62-21-572 6528/23

Attn.: Hosea Andreas Runkat
Email: andreas@jcc.co.id

Signature :

Booth #: _____



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

STAND CATERING REQUEST DAILY ORDER FORM / INVOICE

DATE: TIME: BOOTH NO:

FOOD AND BEVERAGE

Item	Unit cost	Quantity	Amount
Food			
Coffee (per 3 liter)	US\$ 15.00		
Tea (per 3 liter)	US\$ 15.00		
Assorted Pastry (per dozen)	US\$ 10.00		
Assorted Sandwiches (per dozen)	US\$ 10.00		
Cold Canapés (per dozen)	US\$ 10.00		
Hot Snack (per dozen)	US\$ 10.00		
Beverage			
Imported Beer (per bottle)	US\$ 6.00		
Beer Bintang (per can)	US\$ 4.00		
Soft Drink (per can)	US\$ 3.00		
Mineral Water (per bottle 500 ml)	US\$ 2.00		
Perrier (330 ml)	US\$ 5.00		
Evian (330 ml)	US\$ 5.00		
Juice (per can)	US\$ 5.00		
Sub Total			
21% Service and Government Tax			
TOTAL			

Payment:

- All orders must be accompanied with full payment on site either by: Cash, Visa, Master or Amex.
Please charge the amount to my Visa/Master/Amex Card Account
Card No. : _____ Card Expiry Date: _____
Date of Order : _____ Name : _____
- Orders without payment will not be executed
- Prices are for the duration of the exhibition

Authorised by:

Name : _____ Title: _____
Company : _____
Address : _____
City/State : _____
Zip : _____
Phone : _____
Telex : _____
Fax : _____

Return to:

Jakarta Convention Center
Jalan Jendral Gatot Subroto
P.O. Box 4916
Jakarta 10049 Indonesia
Tel: +62-21-572 6000
Fax: +62-21-572 6528/23

Attn.: Hosea Andreas Runkat
Email: andreas@jcc.co.id

Signature :

Booth #: _____



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

DEDICATED LAN INTERNET CONNECTION ORDER FORM / INVOICE

Deadline: 23 October 2007

1. JCC provides switches or hubs

Explanation	Price (USD)	#day	Host/Computer	Amount
<u>Daily connection fee</u>	USD 26			
(*) Installation fee	USD 52			
TOTAL				

2. Client provides switches or hubs

Explanation	Price (USD)	#day	Host/Computer	Amount
<u>Daily connection fee</u>	USD 26			
(*) Installation fee	USD 52			
TOTAL				

(*) Installation fee is first time installation per Ethernet line (it is consider one Ethernet line if you bring Ethernet concentrator hub and distribute the signal to more than one host/computer)

Note:

- Max speed: 64 Kbit/s
- Daily connection fee is per host/computer
- User has to provide the computer, Internet software, TCP/IP driver/stack and Ethernet card

Payment:

- All orders must be accompanied with full payment on site either by: Cash, Visa, Master or Amex. Please charge the amount to my Visa/Master/Amex Card Account
Card No. : _____ Card Expiry Date: _____
Date of Order : _____ Name : _____
- Orders without payment will not be executed
- Prices are for the duration of the exhibition

Authorised by:

Name : _____ Title: _____
Company : _____
Address : _____
City/State : _____
Zip : _____
Phone : _____
Telex : _____
Fax : _____

Return to:

Jakarta Convention Center
Jalan Jendral Gatot Subroto
P.O. Box 4916
Jakarta 10049 Indonesia
Tel: +62-21-572 6000
Fax: +62-21-572 6528/23

Attn.: Hosea Andreas Runkat
Email: andreas@jcc.co.id

Signature : _____

Booth #: _____



**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION
30 OCTOBER - 1 NOVEMBER 2007 • JAKARTA CONVENTION CENTRE
JAKARTA INDONESIA**

DEDICATED LAN INTERNET CONNECTION ORDER FORM / INVOICE

Deadline: 23 October 2007

Backbone only, Client provides switches or hubs

Explanation	Price (US\$)	#day	<u>Amount</u>
Installation fee	US\$ 44		
128 kbps daily connection fee	US\$ 58		
256 kbps daily connection fee	US\$ 112		
512 kbps daily connection fee	US\$ 224		
1024 kbps daily connection fee	US\$ 448		
SUB TOTAL			
21% Tax & S.C.			
TOTAL			

Payment:

- All orders must be accompanied with full payment on site either by: Cash, Visa, Master or Amex.
Please charge the amount to my Visa/Master/Amex Card Account
Card No. : _____ Card Expiry Date: _____
Date of Order : _____ Name : _____
- Orders without payment will not be executed
- Prices are for the duration of the exhibition

Authorised by:

Name : _____ Title: _____
Company : _____
Address : _____
City/State : _____
Zip : _____
Phone : _____
Telex : _____
Fax : _____

Return to:

Jakarta Convention Center
Jalan Jendral Gatot Subroto
P.O. Box 4916
Jakarta 10049 Indonesia
Tel: +62-21-572 6000
Fax: +62-21-572 6528/23

Attn.: Hosea Andreas Runkat
Email: andreas@jcc.co.id

Signature :

Booth #: _____

FREIGHT HANDLING

**SPE ASIA PACIFIC OIL & GAS CONFERENCE AND EXHIBITION 2007
JAKARTA CONVENTION CENTRE
JAKARTA, INDONESIA
30TH OCT – 1ST NOV 2007**

R. E. Rogers (Malaysia) Sdn. Bhd. in conjunction with its sister Company P.T. Rogers Karya Gelar Jakarta have been appointed as the official Customs Broker and Site Handling Contractor for cargo clearance from overseas, specifically consigned to this exhibition.

To enable the timely delivery of your exhibits customs cleared to the exhibition site exhibitors are urged to thoroughly read all pages of the shipping instructions and tariff included herein.

Due to the nature of the event and the location it is expected that all cargo will arrive by airfreight and as such the attached shipping instruction reflect this.

Should you wish to make use of a sea freight service due to large or bulky exhibits please fax us immediately the details of your shipment. We will then provide you with full instructions and a detailed tariff by return.

Exhibitors or their appointed agent should contact as follows if further information is required.

R. E. ROGERS (MALAYSIA) SDN. BHD.
NO. 7, JALAN JURUODIT U1/76,
TAMAN PERINDUSTRIAN BATU TIGA,
40000 SHAH ALAM MALAYSIA
CTC : MR. CHRIS SMITH / RIZAL
TEL : 03-5510 8611
FAX : 03-5510 6296
E.MAIL : chris@rerkul.com.my
rizal@rerkul.com.my

P.T. ROGERS KARYA GELAR
GUNUNG SAHARI PERMAI BLDG
BLOCK E1 JL GUNUNG SAHARI RAYA
NO 60-63 JAKARTA
INDONESIA
CTC: P WAJONG/MS YUNNI
TEL: 62 21 420 5430
FAX: 62 21 420 5453
E.MAIL: rogerskg@indosat.net.id

Please be advised that normal customs clearance of your exhibition goods at the close of the exhibition can take two (2) weeks. This applies to all material, exhibits and products that may be in transit to another event or a customer. Therefore please notify us at time of shipment into Indonesia of any exhibits or displays which must be exported on an urgent basis at the close of the exhibition. Time will be saved if customs are advised in advance, and the outbound paperwork prepared accordingly.

SHIPPING INFORMATION

LATEST ARRIVAL DATE INTO JAKARTA FOR AIRFREIGHT

Aircraft must arrive at Jakarta International Airport 10 days before the opening of the exhibition or 7 days before you require the goods on your stand, whichever is the earlier.

You should contact your Shipping Agent as soon as possible to confirm the latest arrival date which, cargo are be required to comply with these due dates.

If you cannot meet these dates, we must be advised in advance so that we can try and make special clearance arrangements to meet the opening date. A 35% surcharge will apply to all goods arriving after the deadline.

FREIGHT CHARGES

All consignments must be shipped freight prepaid. Should any consignment arrive on freight collect basis, an intervention charge of 10% will be levied to the freight cost and payment will have to be made prior to delivery of the goods to the exhibition stand.

CONSIGNING INSTRUCTIONS

Consignee on all Airway bills must be:-

SPE ASIA PACIFIC OIL & GAS CONFERENCE 2007

P.T. INDO BUILDCO

Jakarta Convention Centre

Jakarta, Indonesia

Name of Exhibitors:

Stand No:

Notify Party:-

P.T. ROGERS KARYA GELAR

Intl. Freight Forwarders

Gunung Sahari Permai Building Block E.1

Jl. Gunung Sahari Raya No. 60-63

Jakarta Pusat, Indonesia

Remarks: Exhibition Goods

AIRPORT OF DESTINATION: JAKARTA

DOCUMENTATION

The import documentation required for cargo consigned directly to the exhibition has been considerably simplified. A special invoice form has been approved by the Indonesian Authorities and this, supported by a packing list, is all that is necessary for temporary importation.

Completion of Invoices & Packing Lists

The completion of the invoice is largely self-explanatory however if advices or guidance is required then please contact us we will be pleased to assist.

Enclose are specimen of invoice, you may make additional photocopies as required.

Please ensure all copy invoices must bear an original signature, not a photocopy.

On the "Certified Packing List" enter in the '**CONTENTS COLUMN**' only the item numbers (from your invoice) against each case; do not enter descriptions of the contents. We suggest that a dividing line is drawn right across the page underneath each case and contents to avoid confusion.

Despatch of Documents

All documents as listed below should be despatched by air courier service and be received at least 7 days prior to flight arrival.

Invoice & Packing Lists: 6 copies to be sent as follows.

4 copies to Indonesia

2 copies to Malaysia:

P.T. Rogers Karya Gelar
International Freight Forwarders
Jl Gunung Sahari Raya No. 60-63
Jakarta Pusat
Indonesia

R. E. Rogers (Malaysia) Sdn Bhd
No. 7 Jalan Juruodit U1/76
Taman Perindustrian Batu Tiga
40000 Shah Alam
Selangor Malaysia

for SPE Exhibition, Jakarta

for SPE Exhibition, Jakarta

6 copies of the invoice/packing list should also be attached to the AWB.

PRE ADVISE OF SHIPMENT

It is **ESSENTIAL** to fax to P.T. ROGERS Jakarta (62-21 420 5453) and R.E. Rogers Malaysia (603-5510 8611) the following information one day prior to despatch.

- A. Copy of the invoice packing list
- B. Copy of the AWB or complete AWB details to include the number, flight number into Jakarta the estimated date of arrival, total number of pieces and weight.

It should be noted that any goods sent on House Airway bills under a Master Airway bill which is not consigned to the exhibition will result in a delay of several days in clearing the goods. Therefore, goods should be consigned on a Master Airway bill which covers goods only consigned to the exhibition. Every House Airway bill will attract a consignment service charge. The use of House Airway bills is, therefore, strongly discouraged.

Please be advised that normal customs clearance of your exhibition goods at the close of the exhibition can take two (2) weeks. This applies to all material, exhibits and products that may be in transit to another event or a customer. Therefore please notify us at time of shipment into Indonesia of any exhibits or displays which must be exported on an urgent basis at the close of the exhibition. Time will be saved if customs are advised in advance, and the outbound paperwork prepared accordingly.

CASE MARKING

SPE ASIA PACIFIC OIL & GAS CONFERENCE 2007

Jakarta Convention Centre

Name of Exhibitor

Stand Number

Case Number

Measurements.....in centimetres

Gross & Nett Weight.....in kilograms

PACKING

We cannot put too much emphasis on the importance of packing being of a high standard.

We strongly recommend for main displays and exhibits that bolted returnable type cases are used. Whilst initially they may be expensive, we know from experience that short cuts can prove to be false economy. We would advise against the use of cardboard cartons.

CUSTOMS EXAMINATION

Indonesia Customs are thorough in their examination. On previous exhibitions every case has been opened, and the contents have been carefully checked against the invoice/packing list.

To help Indonesian Customs with their examination, for each case containing hardware please attach 2 copies of a descriptive/illustrated brochure to the underside of the case lid. If possible please indicate on the brochure where the model number and serial number are shown.

PUBLICATIONS, BROCHURES, GRAPHICS, ETC.

PLEASE NOTE that publications and brochures printed in Indonesian, Chinese, Japanese, Korean and Arabic languages may **NOT** be imported into Indonesia, similarly displays with captions or scripts in these languages are prohibited.

FILMS & VIDEOS

Films, videos and projected slides are subject to censorship and arrangements for this must be made in advance. Items requiring censorship should be sent by courier to P.T. Rogers Karya Gelar in Jakarta to arrive at least 21 days before opening of the exhibition.

The charge for receiving at P.T. Rogers Karya Gelar Jakarta office by courier, handling through to censorship board and re delivery will be US\$50.00 per video tape/set of slides. Courier charges as received will be passed back at cost.

COURIER SHIPMENTS

Do not use courier services for the despatch of literature exhibits or displays to Jakarta. From past experience local agents are slow in clearance and high destination charges are involved.

R. .E. Rogers Malaysia and P.T. Rogers Jakarta accepts no liability or responsibility for shipments sent by courier service and have no involvement in or influence with customs clearance.

RE-EXPORT

Re-export after the show may take a considerable time whilst the export documentation is being completed. Please bear this in mind when planning further use of your exhibits and displays.

Please be advised that normal customs clearance of your exhibition goods at the close of the exhibition will take two (2) weeks. This applies to all material, exhibits and products that may be in transit to another event or a customer. Therefore please notify us at time of shipment into Indonesia of any exhibits or displays which must be exported on an urgent basis at the close of the exhibition. Time will be saved if customs are advised in advance, and the outbound paperwork prepared accordingly.

Qualified Staff from Rogers International will be available in the Show Management Office throughout the exhibition tenancy to advise on all matters concerning payment of duty and reshipment abroad.

We will be happy to answer any questions related to the Freight Forwarding or clearance of exhibits. If you think we could be of assistance please do not hesitate to contact us.

CONSUMED ITEMS

A customs fee of US\$125.00 will be levied to cancel any invoice which do not have sold or return items on them i.e., literature, giveaways or low value panels that you may wish to leave with an agent will be subject to this customs fee.

SALE OF EXHIBITS

Goods may be sold during the exhibition but under no circumstances can they be removed from the exhibition site until all duties and tax have been paid and permanent customs import procedures completed.

Please note that goods left in Indonesia pending sale are removed to a Bonded Warehouse within Jakarta Fairgrounds until the necessary documentation is completed. You are allowed to store your goods in this facility for up to 3 months from the close of the exhibition, after which duty must be paid or the goods re-exported.

INSURANCE

All work is undertaken by us at owner's risk and no insurance is provided by us. Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyers or other destinations.

TARIFF

The rates given in this tariff apply to all cargo consigned to the exhibition in accordance with the instructions given under "Shipping Information". Any deviation from these instructions will inevitably have the effect of increasing the rates quoted, and may delay delivery of your exhibits.

The rates quoted under inward movement airfreight will be increased by 35% on any cargo discharged or arriving after the deadline dates given in the "Shipping Information". Late arrival of documents will attract the same penalty.

With few exceptions which are specified later, the rates cover all the services necessary for clearance and handling of cargo from aircraft arrival up to placed on stand and after the exhibition for the return movement to on board aircraft.

AIRFREIGHT – INWARD MOVEMENT

From arrival airport up to placed on stand, the rate for the inward movement, covering all relevant services listed, 1-10 will be :-

SERVICES

1. Prepayment on your behalf of airport related charges
2. Presentation of customs entries
3. Transport from airport through to Jakarta Convention Centre
4. Customs escorts
5. Provision of labour and equipment for unloading and handling into customs approved storage
6. Customs examination
7. Removal from storage and delivery to stand area
8. Provision of labour to assist with unpacking
9. Removal and storage of empty cases
10. On site supervision through the tenancy period

CHARGE:

For the above services 1 – 10 our charge will be US\$200.00 for the first 50 kilos.6000 cubic centimetre and for each additional kilo US\$2.00.

For individual pieces in excess of 1000 kilos an individual quotation will be provided upon receipt of full details.

Please note that all charges prepaid on your behalf at the airport including storage will be passed back at cost.

RETURN MOVEMENT:

For all cargo from stand to loaded aircraft at Jakarta International Airport for the same services but in reverse order, the rate will be the same as for Inward Movement.

CUSTOMS DOCUMENTATION

The fee for preparation and processing of exhibitors invoice for temporary duty free import will be US\$100.00 per exhibitor/consignment on both import and export.

CONSIGNMENT SERVICE CHARGE:

In addition to the rates as quoted there will be a consignment service charge of US\$200.00 on both Inward and Return Movements levied on each Master or House Airway bill. This charge is for disbursements not allied to weight or volume but relates to a minimum per shipment clearance, for handling and service charges essential to a smooth flow of goods from aircraft arrival to stand and vice versa.

A fee of US\$35.00 will be levied to cover for telephone, telex and postage for both Inward and Return Movements per consignment.

EDI fee will be applied at USD30.00.

VIDEO TAPES/FILMS ETC:

Films, videotapes and projected slides are all subject to censorship and arrangement for this must be made in advance.

The charge for receiving at P.T. Rogers Karya Gelar, Jakarta Office by courier, handling through to censorship board and re-delivery to the exhibition stand will be US\$50.00 per video tape/set of slides courier charges as received will be passed back at cost.

GOODS REMAINING:

All goods to remain in Indonesia at the close of the exhibition must be stored under customs control until customs formalities are finalized. Our charges for returning empty cases, providing labour and equipment for repacking and delivery to Customs Store, sorting and marking, will be US\$75.00 per cubic metre, with a minimum of 3 cubic metre.

Expenses for final 'Home Consumption' customs entry, duties, taxes, storage and loading out from Customs Warehouse will be for the account of your buyer/customer/agent.

For any goods not requiring repacking the cost for removal from exhibition site to Customs Store will be US\$50.00 per cubic metre.

Where packing is available we strongly recommend that your exhibits are repacked.

CONSUMED ITEMS

A customs fee of US\$125.00 will be levied to cancel any invoice which do not have sold or return items on them i.e., literature, giveaways or low value panels that you may wish to leave with an agent will be subject to this customs fee.

HAND CARRIED GOODS

We do not recommend that you hand carry displays, exhibits or excessive printed material into Indonesia, as excess or accompanied baggage.

If you cannot avoid using this method you will be faxed upon arrival with three possibilities:-

- i) You will walk through customs at the airport with no problems.
- ii) You will be stopped and the items will be identified as not being personal effects and liable to Customs duties/taxes. You may at this stage be able to pay duties requested by Customs and they may let you carry the items through.
- iii) You do not pay duty on arrival, in which case the items will be confiscated and you will be given an official Customs Receipt Docket. If this happens, bring the docket to us at the Exhibition Site and we will endeavour to clear the items through Customs. Be warned, this may take four working days or more and will be very expensive.

TERMS & CONDITIONS – INSURANCE

- This tariff is subject to the standard terms and conditions of trading of P.T. Rogers Karya Gelar and R.E. Rogers (Malaysia) Sdn. Bhd. (copy on application).
- All work is undertaken by us at owner's risk and no insurance is provided by us.
- Every exhibitor should make certain that all shipments are covered by a fully comprehensive insurance policy from the time of despatch from their works until returned to their works after the exhibition or until delivery to buyers or other destinations.
- All prices quoted in this tariff are based on current freight rates and rates of exchange.
- Any major fluctuations occurred before the work is completed may be reflected in our final invoice.

TERMS OF PAYMENT

All invoices as raised for this event will be subject to Indonesia VAT at the present rate of 10%.

All invoices as raised for this exhibition are due for immediate payment unless the services of our own offices or agent have been utilised.

Exhibitors' representative should have sufficient funds to cover charges or alternatively payment may be made direct to us details available on request.

We trust the foregoing is clear if further information or clarification is required, please do not hesitate to contact R.E. Rogers Malaysia.