



**South East Asia
Flow Measurement Conference
6 – 8 March 2012**



Exhibition Details

➤ **Important Details on Event Format** ◀

Following an extensive review of feedback received and looking ahead to the future of information sharing, NEL in conjunction with the Technical Committee introduce the **South East Asia Flow Measurement Conference**.

The Conference is the successor to the previous Hydrocarbon Flow Measurement Workshop series. Topical and relevant technical presentations from world renowned industry experts will be presented while at the same time the running of parallel training sessions. This format will suit all skill levels from those new to the oil & gas industry through to seasoned industry experts.

The flexible structure will encompass both theoretical and practical experiences, providing delegates the opportunity to schedule attendance around work commitments. The programme will draw on expertise and knowledge from globally recognised organisations.

Attendance options range from ½ day right through to 3 days. Delegates will have the opportunity to choose the sessions they wish to attend. Flexible pricing will mean delegates will only pay for the sessions they book.

A varied selection of topical courses at various knowledge levels will be presented over the three days by NEL, Kelton Engineering, NuLab Limited and TransCanada Calibrations. Parallel training sessions will be run in conjunction with the Conference technical presentations.

The exhibition, will once again operate an 'open doors' policy to local companies giving vendors access to a wider local audience.

Please note that anyone taking advantage of free entry to the exhibition to promote their products or services to registered delegates or exhibitors will be asked to leave.

All exhibitors are required to be set-up by 1700 hrs on Monday 5th March at the very latest.

➤ **All the information you require with regards to exhibiting at the Conference including the package available, booking, shipping etc are noted below. Please read carefully.** ◀



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➤ Exhibition Layout

Exhibitors will be situated around the foyer area on the 2nd Floor of the InterContinental Kuala Lumpur, as per diagram below. All refreshments including tea/coffee and more importantly lunch will be served in this area throughout the duration of the Conference.

Stand No	Exhibiting Company	Exhibitor Layout
1		<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p style="text-align: center;">2012 Conference Layout</p> </div> <div style="width: 35%;"> <p style="text-align: center;">2012 Conference Layout</p> <p style="text-align: center;">LUNCH VENUE</p> <p style="text-align: center;">Toilet</p> <p style="text-align: center;">Junior Ballroom – Conference Technical Sessions</p> <p style="text-align: center;">Toilet</p> <p style="text-align: center;">Lift</p> <p style="text-align: center;">Bunga Raya – Training Course Room 1</p> <p style="text-align: center;">● Coffee and tea station</p> <p style="text-align: center;">■ Pillar</p> <p style="text-align: center;">■ Exhibition booth (3x2m - 9x6ft)</p> </div> </div>
2	Allocated	
3	Allocated	
4		
5		
6		
7	Allocated	
8	Allocated	
9	Allocated	
10	Allocated	
11		
12		
13		
14	Allocated	
15	Allocated	
16	Allocated	
17	Allocated	
18	Allocated	
19	Allocated	
20	Allocated	



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Exhibition Details

➤ **Venue**

InterContinental Kuala Lumpur	Telephone: +603 2161 1111
165 Jalan Ampang	Fax: +603 2161 1122
50450 Kuala Lumpur	Website: www.intercontinental.com
MALAYSIA	

Contact: Emmerline Leong, Sales Manager – Events
Tel: +603 2782 6316
Email: emmerline.leong@intercontinental-kl.com.my

➤ **Conference Timings**

All timings, from the main Conference technical presentations to the parallel training sessions and panel discussions throughout the three days, will be scheduled to start, break and finish at the same time. The scheduled breaks will provide maximum networking and discussion opportunities for manufacturers and delegates. Conference times are:

0815 – 0900	Registration	1330	pm Sessions Start
0900	am Sessions Start	1500 – 1530	Refreshment Break
1030 – 1100	Refreshment Break	1700	Sessions Close
1230 - 1330	Lunch		

Note: Half day training sessions will stop at 1300 hrs and 1730 hrs respectively.

➤ **Your Exhibition Stand**

NEL’s aim is to provide an exhibition and networking opportunity to as many companies as possible therefore each exhibition space is 3x2m (10’ x 7’). **All exhibits must be free standing.**

The access doors to the hotel and exhibition areas are of a good size however if you have large or heavy equipment then **please liaise directly with the hotel.**

➤ **Exhibitor Package**

Exhibitor Package: \$6100* US Dollars which incorporates:

- Exhibition space area of 3x2m (10’ x 7’) on 6th, 7th & 8th March
- 1 x table (3x6ft), 2 x chairs and 220V power (optional)
- Complimentary wifi throughout exhibition area
- 1 x delegate place at the Conference technical sessions on 6th & 7th March⁺⁺
- 1 x electronic copy of Technical Conference proceedings
- Lunch and refreshments for the three Conference days

* Price excludes local taxes

⁺⁺ Does not include access to parallel training or panel discussion sessions. Registration to attend any of these will be required to be booked and paid for separately.



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Change to Package Offered: Accommodation and evening meals are no longer offered as part of exhibitor or delegate packages.

Accommodation Link: If you wish to book accommodation at the InterContinental Kuala Lumpur, a special link has been created directly to the hotel's reservation website for delegates attending the event. Link: <http://www.ichotelsgroup.com/intercontinental/en/gb/reservations/dates-preferences/kualalumpur>

A rate of MYR 550 plus taxes per night has been agreed with the hotel please note that Group Code is E44 when asked. The rates quoted do not include service charges or Government taxes. Should you encounter any problems, please contact the hotel directly; Ms Joan Ng, Reservation Manager – joan.ng@intercontinental-kl.com.my, quoting Group Code E44.

➤ **Equipment Requirements**

You will be expected to provide all necessary equipment for your stand (i.e. exhibition boards or table covers, power cables, extension leads etc) and will be responsible for setting up and dismantling your own exhibit. A shell scheme is **not** provided.

The Exhibition Area has 220V (50 Hz) power supply sockets that require a square 3-pin plug (please ensure that you bring with you the relevant adaptor plugs). It is also advisable to bring an extension lead with you as the sockets may be some distance from your stand area. The power supply is directly compatible with UK equipment.

➤ **Set-Up Access, Times & Details**

All exhibitors will have access to assemble their stand on **Monday 5 March from 1000 hrs onwards**, set-up to be finalised by 1730 hrs at the latest. The Conference will start at 0900 hrs on Tuesday 6 March with all exhibits in place.

Delivery of Equipment: Any delivery of equipment before this time **must** be arranged directly with the hotel. If you have valuable mobile equipment then it would be advisable to make security arrangements directly with the hotel. The organisers and hotel accept no responsibility for damage or loss of your equipment.

All packages should be addressed to:

InterContinental Kuala Lumpur
Attn: Your Name and Company
TUV NEL Event 5 – 8 March 2012
165 Jalan Ampang
50450 Kuala Lumpur
MALAYSIA
Tel: +63 2161 1111
Fax: +603 2161 1122



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The hotel has no forklift or heavy equipment moving facilities. Exhibition equipment must be able to be moved by your own staff and it is your responsibility to check access within the hotel.

Hotel Storage and Equipment List Requirement: Due to severe storage restrictions, equipment should not arrive at the hotel before Monday, 5 March 2012. The hotel has informed us that if equipment is delivered before the above date advance notice is required. If storage is possible, charges will apply and billed to your company.

Important Note: Before shipment, the hotel requires a list of the items, size of the boxes and weight. Please ensure that all custom and excise fees are paid before delivery of equipment. NEL and the InterContinental Kuala Lumpur are not responsible for these fees.

➤ **Dismantling Exhibit**

All stands should be dismantled immediately after the close of the Conference, at approximately 1730 hrs on Thursday 8 March. If your equipment is being uplifted by a courier on 8 March, all equipment should be packaged/boxed, labelled and taken to the hotel's storage area by Porters Desk in the main foyer to be uplifted. However, if equipment is being uplifted on Friday 9 March, a limited storage area will be made available and must be by prior arrangement with NEL.

➤ **Marketing**

A copy of your company logo within the Exhibitor List will included within the electronic copies of the Conference Proceedings and handed out to delegates during the Conference Registration.

An electronic copy of the logo should be supplied when booking.

➤ **Stand Allocations and How to Book**

Exhibitors are offered the option to choose their preferred stand location. Stand allocations are booked on a first come first served basis upon booking. If your preferred stand allocation has been taken, your 2nd and/or 3rd preferences, depending upon availability, will be allocated to you.

To book an exhibition area at this event please go to the Exhibitor Booking Page with the Events, Courses, and Clubs Section of the NEL website (www.tuvnel.com) alternatively contact the Events Team at the address below.

Should you have any questions or require further information on the above, please contact a member of the TUV NEL Events Team:

Events Team

TUV NEL Ltd
EAST KILBRIDE
Glasgow, G75 0QF
UNITED KINGDOM

Tel: +44 (0)1355 272858
Fax: +44 (0)1355 272999
Email: events@tuvnel.com
www.tuvnel.com



Exhibitor Booking Form

South East Asia Flow Measurement Conference 6 - 8 March 2012

Full Name (inc. title) _____

Preferred Name for Badge _____

Job Title _____

Company _____

Address _____

Postcode _____ Country _____

Telephone _____

E-mail _____

We expect the event to be heavily subscribed. Places are strictly limited and are allocated on a first come, first served basis. Your place will be confirmed upon receipt of a completed booking form. If you do not receive confirmation within five working days please contact NEL.

Invoice Address _____

Invoice Contact _____

Job Title _____

Company _____

Address _____

Postcode _____ Country _____

Telephone _____

E-mail _____

Where did you hear about this event? _____

Cancellation Policy
 In order to receive a partial refund, notice of cancellation must be received in writing by TUV SUD NEL Ltd not later than 14 days prior to the commencement date of the event. All such cancellations are subject to a fee of 25% of payments received by TUV SUD NEL Ltd prior to cancellation. No refund shall be made under any circumstances for any notice of cancellation received after this 14 day period, however a substitute delegate may be named, provided that TUV SUD NEL Ltd is notified in writing of such substitution prior to the commencement date of the event. TUV SUD NEL Ltd reserves the right to cancel the event due to unforeseen circumstances. TUV SUD NEL Ltd is not liable for any expenses incurred by the delegate. This programme may be subject to change due to circumstances beyond the control of the organisers.

Venue Details
 InterContinental Kuala Lumpur, 165, Jalan Ampang, 50450 Kuala Lumpur, Malaysia
 Tel : +60 3 2161 1111 Web: www.intercontinental-kl.com.my

Please complete and return this form to the Events Team,
 Fax back on: **+44 (0) 1355 272999**
 TUV SUD NEL Ltd
 East Kilbride,
 Glasgow G75 0QF,
 UK

Booking Hotline: +44 (0) 1355 272858
 Email: events@tuvnel.com
 Online Booking: www.tuvnel.com

Signed: _____ Date: _____

Please complete both sides.

PACKAGE COST

EXHIBITOR PACKAGE

\$6100*

INVOICE TOTAL

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*All prices exclude local taxes. For further information please contact NEL Events Team.

REQUIREMENTS & LOCATION

Upon receipt of a signed booking form, preferred stand location will be allocated on a first come first served basis.

- Preferred Stand Location: _____ 1st choice _____ 2nd choice _____ 3rd choice
(If your preferred stand allocations have been taken, you will be contacted with regards to remaining availability)
- 1 x Table (6ft x 2ft) 2 x Chairs
- Power (220-240 volts AC)

