



# **DB SCHENKER IN MALAYSIA**

## **OFFICIAL FREIGHT FROWARDER**

### **EXPORT FURNITURE EXHIBITION MALAYSIA 2020**

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Schenker Logistics (Malaysia) Sdn Bhd

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DB Schenker Fairs & Events - Malaysia

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EFE 2020

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# Sample of Move-In / Out Vehicle Entry Permit

 <b>VEHICLE ENTRY PERMIT</b>		 <small>KUALA LUMPUR CONVENTION CENTRE</small>	NO : 00001
<b>Nama Acara / Event Name</b> <h2>ABC Exhibition</h2>			
Tarikh Masuk / Move-In Date	Tempoh Masa / Time Slot	Kumpulan / Group	
Tarikh Keluar / Move-Out Date	Tempoh Masa / Time Slot	Kumpulan / Group	
Nombor Booth / Booth Number	Nombor Booth / Booth Number	Tempat / Venue	
No Plat Kenderaan / Vehicle Number Plate	Nama Yang Bertanggungjawab / Person In Charge	Nombor Telefon / Mobile Number	
<b>RUANG MENUNGGU KENDERAAN / VEHICLE HOLDING AREA</b> Untuk Kegunaan Sekuriti / Security (To be completed by security at entry checkpoint)		<b>POS PEMERIKSAAN / CHECKPOINT</b> <b>MASA MASUK / ENTRY TIME</b>  (To be completed by security at entry checkpoint)	
<b>Nota / Note</b> <ul style="list-style-type: none"> <li>Kenderaan persendirian dilarang masuk ke kawasan menunggu.</li> <li>Private vehicles are not permitted to enter the holding area.</li> <li>Kenderaan tanpa muatan tidak dibenarkan berada di kawasan menunggu semasa 'build-up'.</li> <li>Vehicles without cargo/loads are not permitted in the holding area during 'build-up'.</li> <li>Permit hendaklah diserahkan kepada pihak Sekuriti di checkpoint.</li> <li>Permit must be submitted to security at checkpoint.</li> <li>Had bagi kenderaan yang masuk ke kawasan menunggu adalah tidak melebihi 20 kaki (6.1meter) panjang dan 12.5 kaki (3.8meter) tinggi.</li> <li>Vehicles entering the holding area must not exceed 20 feet (6.1 metres) in length and 12.5 feet (3.8 metres) in height.</li> </ul>		<b>MASA KELUAR / EXIT TIME</b>  (To be completed by security at exit checkpoint) Please return this pass to security at exit checkpoint.	



## Exhibitors' Hand Carry Procedures

- Hand-carried freight is defined as items that can be easily carried by an individual exhibitor, without the need for mechanised equipment.
- Examples of **acceptable hand-carried materials** include:

Boxes or  
fibreboard  
shipping  
cartons



suitcases



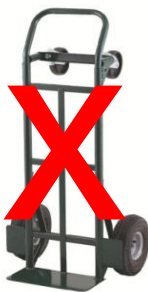
portable displays  
on wheels

small luggage racks



- Exhibitors may use the guests lift access to transport materials that can be hand-carried to their booths.
- The following items are **NOT** considered hand-carried items:

two wheel dolly loads



hotel bellman's carts



boxes or crates  
requiring two people  
to carry



- Upon the close of the show, there will be a 1 hour allowance for hand carry exhibitors to load their vehicles in the loading dock area.

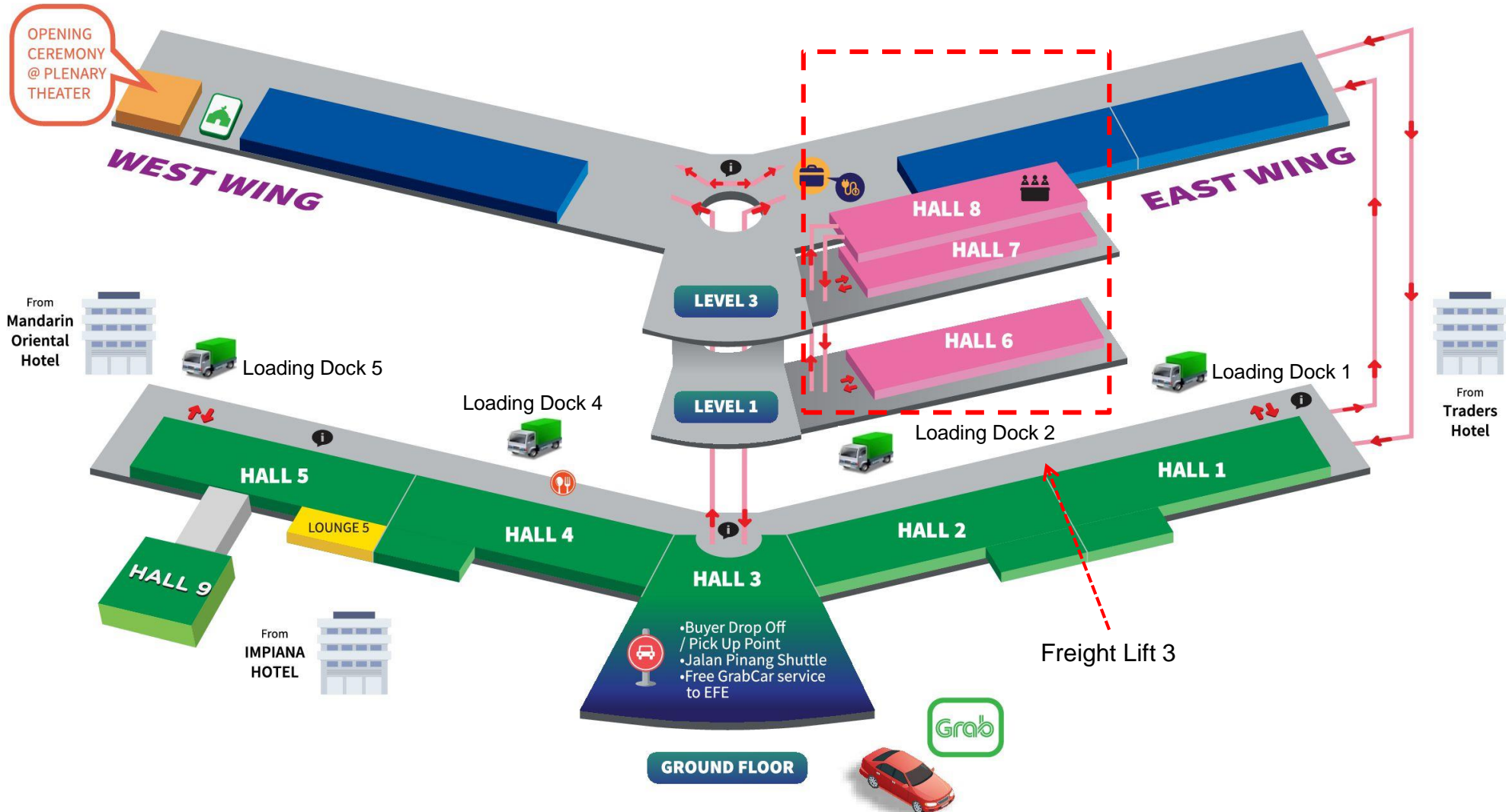
# Access to Loading Dock 1, 2, 4, 5 & Regulations

1. The Centre's loading dock is located at ground floor.
2. Control point will be set up at the checkpoint of the Centre.
3. Traffic flows in a one-way direction in from Jalan Persiaran KLCC and out to Jalan Pinang.
4. The narrow section behind Link Hall 3 has a low ceiling, which is **3.5 metres in height**.
5. Safety goal posts of **3.5 meters** in height are installed at the entrance and exit point behind the Link Hall 3.
6. Smoking is only permitted at the designated area at the loading docks.
7. The loading dock includes two wash rooms, one wash bay is located at loading dock 2, another wash bay is located at loading dock 4 for the preparation of paints, trade materials and cleaning purposes. Contractor/Exhibitor caught cleaning and disposing paint, chemical of build-up materials in the toilet bowl and washing basin will be penalized and liable to bear any cost incurred for rectifying the drainage system.
8. Children under 15 are not permitted to present during move in and move out.
9. The unloading and loading of exhibitor materials for use in the exhibit halls should be conducted within the loading dock area only.
10. Loading or unloading of exhibit materials through any other door is prohibited.

## IMPORTANT

- Only vehicles limited to **cars, mini-vans, station wagons or pick-up trucks (cannot exceed 20 feet (6.1 metres) in length and 11.5 feet (3.5 metres) in height)** are permitted to enter to loading dock Halls 1, 2,4,5.
- **No full-sized trucks or trailers** will be allowed to unload via the **hand carry loading procedures**.
- **A 30 minute parking limit applies for drop-off/pick-up of goods** during the move in and move out process. Vehicles are not permitted to park at the loading dock at any other time.

# Exhibition Hall Floor Plan



## Freight Lift at Loading Dock 2, 4 & Regulations

- The freight lifts are at ground level of the loading docks.
- For Hall 6 - 8 booths (New building), sub-contractors and related parties are to use Freight Lift located at same with freight lift 3 (between Hall 1 & 2).
- Freight lift: Depth 6.3 metres x Width 2.7 metres x Height 2.6 metres and accommodates a total weight of 7 tonnes.
- All goods must be transferred by hand onto trolleys.
- Forklifts are not allow.
- Timing of the use of freight lifts must be included in your traffic schedule and take into account other events taking place concurrently.
- ***Note: Stand fitting materials must be organized, pre-packed and stacked neatly to speed up loading / unloading at the Cargo Lifts.***



# Opening Hours of VHA

## MOVE-IN & BUILD-UP

**7<sup>th</sup> March 2020 (Sat)**  
**Contractor Move-In and Build-Up**

Vehicle Holding Area	Opens at 07:00am
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**8<sup>th</sup> March 2020 (Sun)**  
**Entry of Furniture or Exhibits to Halls**

Vehicle Holding Area	Opens at 07:00am
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## MOVE-OUT & TEAR DOWN

**12<sup>th</sup> March 2020 (Thu)**  
**Removal of Furniture Only**

Vehicle Holding Area	Opens at 06:00pm – 11:00pm
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**13<sup>th</sup> March 2020 (Fri)**  
**Removal and Dismantling the Stand Fitting**

Vehicle Holding Area	Opens at 08:00am
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## NOTICE

- **Do not park** your vehicle along Persiaran KLCC, surrounding Trader Hotel and Exxon Mobil.
- Vehicles are allowed to **unload only** and may not park in the loading dock area, once vehicles are unloaded, they must be moved to alternate parking locations.
- The representative (s) failing to present Vehicle Permits will NOT be allowed enter the loading docks.

- Exhibitors are only allowed to remove hand-carried items from Hall 1 to Hall 8 from 1800hrs onwards, **NO** tear down of booth is allowed on 12<sup>th</sup> March 2020.
- All exhibitors need to report to the Vehicle Holding Area on 12<sup>th</sup> March 2020 before access to loading dock 1, 2, 4, 5.
- The representative must call the Security Officer at the loading docks when they are stationed at the vehicle holding area and must call when ready to leave.

*\* The schedule is subject to change without prior notice.*

# Vehicle Holding Area & Procedures



- During the move-in day /move-out day, all vehicle must report first to the EFE Vehicle Holding Area (VHA) – located at No 6 Jalan Stonor to queue for unloading in the dock area.
- Exhibitors will not be allowed to unload at the loading dock area without going to the Vehicle Holding Area first.
- Upon arriving at the EFE VHA, the driver must present the **Vehicle Entry Permit** to the security at the VHA.
- Security will assign a parking bay to the driver, queue and wait for further instruction from the security personnel.
- Security will stamp your **Vehicle Entry Permit** and then make a call directing the driver to the check-point when the loading space is available. The driver must proceed to the Convention Centre check-point.
- The **Vehicle Entry Permit** must be prominently displayed on the windshield of your vehicle.
- Driver without a **Vehicle Entry Permit** will denied entry in to the Check-point and loading docks.

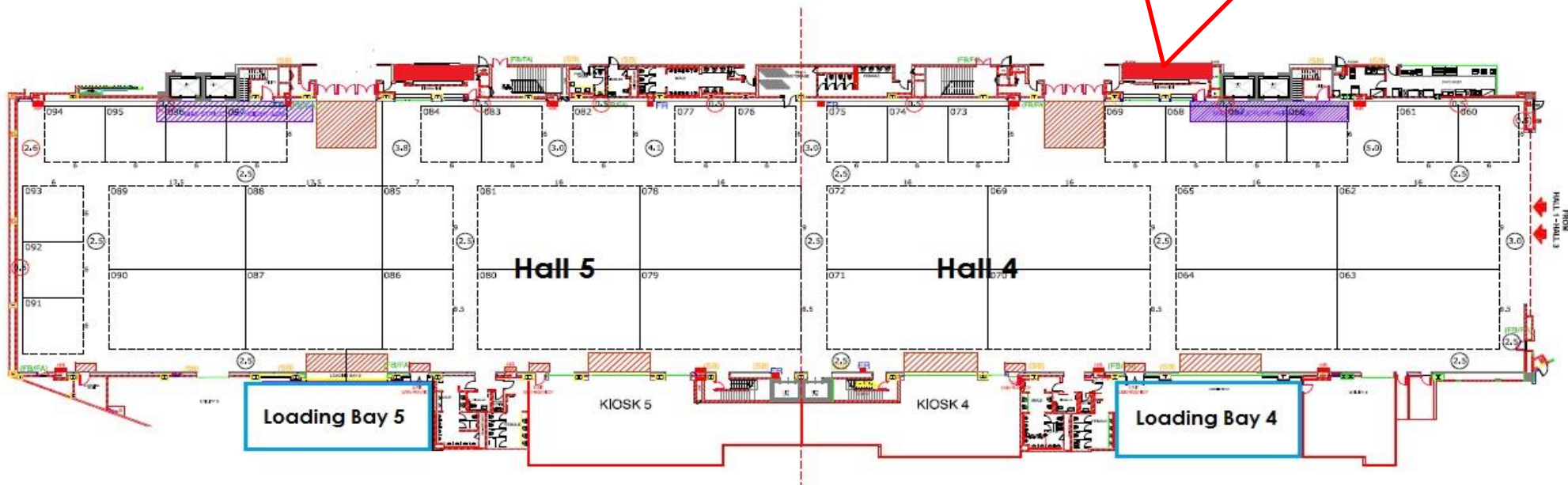




# Payment & Service Counter

## Service Counter @ Hall 4

- Official Freight Forwarder– DB Schenker



**DB SCHENKER*fairs&events* Malaysia – Person in-charges**

<b>Senior Executive</b>	<b>Kan KK</b>	Email: <a href="mailto:kar-kay.kan@dbschenker.com">kar-kay.kan@dbschenker.com</a>
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<b>Executive</b>	<b>Clarence Lim</b>	Email: <a href="mailto:Clarence.lim@dbschenker.com">Clarence.lim@dbschenker.com</a>
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