

Form 3 – Contractor Activity Sheet (Mandatory for Customized Booths Only)



ES EXHIBITION SERVICES SDN. BHD.
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ES-A06-F03

Rev. 11

18-Dec-25

CONTRACTOR ACTIVITY SHEET

Please tick accordingly (V) ☐ Sub - Contractor ☐ Non - Official Contractor
 Person In-Charged : _____ Phone No: _____
 Non-Official Contractor Company _____ Booth No : _____
 Exhibitor's Company : _____
 Description of Work - Structure : ☐ Wooden ☐ Truss ☐ Maxima ☐ R8 System
☐ Electrical : Lighting ☐ Others _____

General Rules, Environmental & Safety Activity Requirements:-

- Contractors must wear the pass supplied by ES Exhibition at all times when entering the halls.
- Contractors must possess a valid business registration license, workmen's compensation insurance, and public liability and/or third-party liability.
- All Malaysian workers must hold a valid Identity Card (IC), and all foreign workers must hold a valid work permit to obtain a contractor badge.
- Persons under 18 years of age are not permitted to enter or work on the premises.
- Consumption of food is not allowed in back-of-house areas, loading docks, or public areas.
- Alcohol is not permitted in work areas, and no one is allowed to work under the influence of drugs or alcohol.
- Smoking is prohibited in the exhibition hall and associated work areas. Smoking is allowed only in designated smoking areas.
- Construction materials must not be placed on NO FREIGHT AISLES or obstruct fire exits and firefighting equipment. All materials must be kept within the contracted booth space at all times.
- Contractors must take all necessary measures to prevent chemical spills. Any hazardous chemicals must be properly contained and disposed of by the
- Any work involving fire, open flames, spark-producing tools, or other potential ignition sources (e.g., welding arcs, petrol/diesel engines, torches, matches, lighters, etc.) must be fully supervised, and appropriate fire extinguishers must be provided in permitted areas.
- Contractors and their employees are strictly prohibited from using guest toilet facilities or loitering in lobby or guest areas.
- Urinating in paint-washing rooms or any unauthorized areas is strictly prohibited.
- Paint preparation and cleaning must be carried out only in the designated washroom. Contractors found cleaning or disposing of paint, chemicals, or materials in toilets or wash basins will be penalised and liable for the cost of rectifying any damage to the drainage system.
- Contractors must remove all debris, rubbish, and packing materials from the premises upon completion of work.
- Contractors are strongly encouraged to adopt a "lifecycle perspective" to protect the environment—procure from responsible vendors, apply the 3Rs (reduce, reuse, recycle), dispose of waste according to government requirements, and implement programs to reduce carbon footprint.
- All hazardous waste must be disposed of in accordance with DOE requirements.
- Contractors must strictly follow the venue's waste management rules, including disposing of waste only in designated bins.
- Activities that generate dust such as welding, sanding, and sawing are strictly prohibited. Structural components must be pre-fabricated off-site, and no major painting is permitted.
- Contractors must maintain their vehicles to prevent diesel/petrol leaks and ensure clean engine emissions.
- Contractors must wear proper attire and necessary personal protective equipment (PPE) at all times. Safety must be the highest priority. Anyone working on scaffolding 2 metres or higher must wear PPE such as a safety helmet, body harness, and safety shoes. Covered footwear is required at all times—no slippers, sandals, or open-toed shoes are allowed.
- Screwing, drilling, nailing, or painting on the floor, walls, pillars, or any part of the exhibition hall is strictly prohibited.
- Unruly, unacceptable, or violent behaviour is strictly prohibited. Individuals acting without due care for others or refusing to follow instructions from Security personnel will be removed from the site. Anyone using abusive language, engaging in violent behaviour, unsafe work practices, or non-compliant activities will be prohibited from working in the Centre immediately.
- Contractors must consult the event officer or relevant personnel-in-charge if they have any questions regarding these rules or other matters. The responsible officer must also be informed upon completion of work before leaving the site.
- All incidents during build-up or tear-down activities must be reported to the Centre's Security Department, located in the designated area.

CONDITION OF SAFETY HEALTH AND ENVIRONMENT OF WORKPLACE



Acknowledgement by Contractor :

Name :

Date :

Please submit the completed form by the **deadline of 26 February 2026** to ES Exhibition Services Sdn Bhd :
Attn: Ms. Yunnice Lim Email : wcn27@es-corp.co Tel : +6 03 – 9172 1598