

MARITIME CARNIVAL

MARITIME FEST 2011

In conjunction with the World Maritime Day 2011

October 1st-2nd, 2011

@ Institut Latihan Pentadbiran & Pengurusan Pengangkutan Laut



Malaysia World Maritime Day 2011

Marine Department Malaysia

SPACE RESERVATION FORM

I wish to reserve :

Booth Size	Preferred Booth(s) No.	Confirmed Booth(s) No.	Rental/Tent/Booth	Total
Half Moon 40ft x 20ft w scallop: <ul style="list-style-type: none">- Platform with needle punch carpet- 1 unit ceiling fan;- 1 unit 13 amp power point;- 3m x 3m booth;- 4 units plastic chair;- Signage- 2ft x3 ft square table;- 1 unit wastepaper basket;	1 st Option : ____ 2 nd Option : ____ 3 rd Option : ____		<u>Full Tent:</u> RM 1,000	
Standard Shell Scheme Package (min 3m x 3m) : <ul style="list-style-type: none">- 3 side system panel- Signage- 1 unit reception/information desk- 2 unit folding chairs- 1 unit 13 amp power point- 1 unit waste paper basket	1 st Option : ____ 2 nd Option : ____ 3 rd Option : ____		RM 1,600	
			Total:	

Contact Details :

Registered Company Name:					
Address :					
Contact Person :		Job Title :			
Tel No :		Fax No :		Mobile No :	
E-mail :		Website :			
Signature :		Date :			

Products Details :

Products to be Exhibited : <please specify brand(s) and product type>	
---	--

EXHIBITION SPACE PAYMENT SCHEDULE

We enclosed here with our cheque/Bank Draft no. _____ (Bank: _____) for **RM _____** in favour of “**TABUNG HARI MARITIM SEDUNIA**” and crossed “Account Payee Only” being booking of 10% / payment of 40% of the total cost due together with the return of this contract and the balance 50% by not less than 21 days before the commencement of the exhibition OR Full Payment for our booking (s). We understand that this Form Application is only valid upon acceptance by the Assistants Event Manager, **MDM NORSAPAHATI BINTI EMBONG** or **MR. NORHAFISOL BIN OMAR**.

We have read, full understood, accepted, and agreed to abide by the Terms and Conditions of Participation in the Carnival which forms an integral part of this application. We also agree to abide by other rules and regulations for the Carnival which may be set by the Event Manager from time to time. We undertake that the products we shall exhibit at the Carnival are legal and licensed items. We indemnify the Event Manager against any claim arising from our non-compliance in connection with the Carnival.

We hereby apply to participate as Exhibitor in Maritime Carnival, Maritime Fest 2011.

Authorized Signatory

Company Stamp

Name:

Designation:

Date:

SUPPORTED BY



MARITIME CARNIVAL

MARITIME FEST 2011

In conjunction with the World Maritime Day 2011

October 1st -2nd , 2011

@ Institut Latihan Pentadbiran & Pengurusan Pengangkutan Laut (ILPPPL)



Malaysia World Maritime Day 2011
Marine Department Malaysia

SHELL SCHEME STAND

STAND NO : _____

THIS FORM MUST BE SUBMITTED BY ALL "SHELL SCHEME" EXHIBITORS:

Registered Company Name:					
Address :					
Contact Person :		Job Title :			
Tel No :		Fax No :		Mobile No :	
E-mail :		Website :			
Signature :		Date :			

Please indicate on the name of the company and stand number to be reflected on the fascia board. This will be provided in upper case, standard 10cm ht English alphabet (maximum 25 letters). Please use block letters

COMPANY NAME		STAND NO	
--------------	--	----------	--

NOTE :

Company Logo may be attached onto the fascia if the logo is received by the Official Stand Contractor by **26 September 2011**. Please note that the production of logo is **at exhibitor's expense**. If your fascia name details are not received by the deadline, the company name shown in your Official Stand Contract will be used as the fascia name.

MARITIME CARNIVAL

MARITIME FEST 2011

In conjunction with the World Maritime Day 2011

October 1st – 2nd, 2011

@ Institut Latihan Pentadbiran & Pengurusan Pengangkutan Laut (ILPPPL)



Malaysia World Maritime Day 2011

Marine Department Malaysia

REGISTRATION OF EXHIBITOR'S PERSONNEL

STAND NO : _____

THIS FORM IS COMPULSORY AND MUST BE RETURNED BY ALL EXHIBITORS:

Registered Company Name:					
Address :					
Contact Person :				Job Title :	
Tel No :		Fax No :		Mobile No :	
E-mail :			Website :		
Signature :				Date :	

1. COLLECTION OF BADGES:

Badges can be collected at the registration counter on-site on build-up days, **30 September 2011** between 1500 hours to 1700 hours

2. PREPARATION OF NAMELIST:

To prevent mistakes in the preparation of Exhibitors' badges, please **TYPE ALL NAMES IN BLOCK LETTERS**. All exhibitors' badges will be personalised

3. ALLOCATION OF BADGES:

Each exhibitor gets complimentary 04 exhibitor badges. Additional exhibitor badges would be charges at RM 3.00.

Name of Personnel	Company Name	Designation

Notes :

Exhibitors' badges are strictly for staff manning the exhibition stands and must be worn at all time for identification purpose



MARITIME CARNIVAL

MARITIME FEST 2011

In conjunction with the World Maritime Day 2011

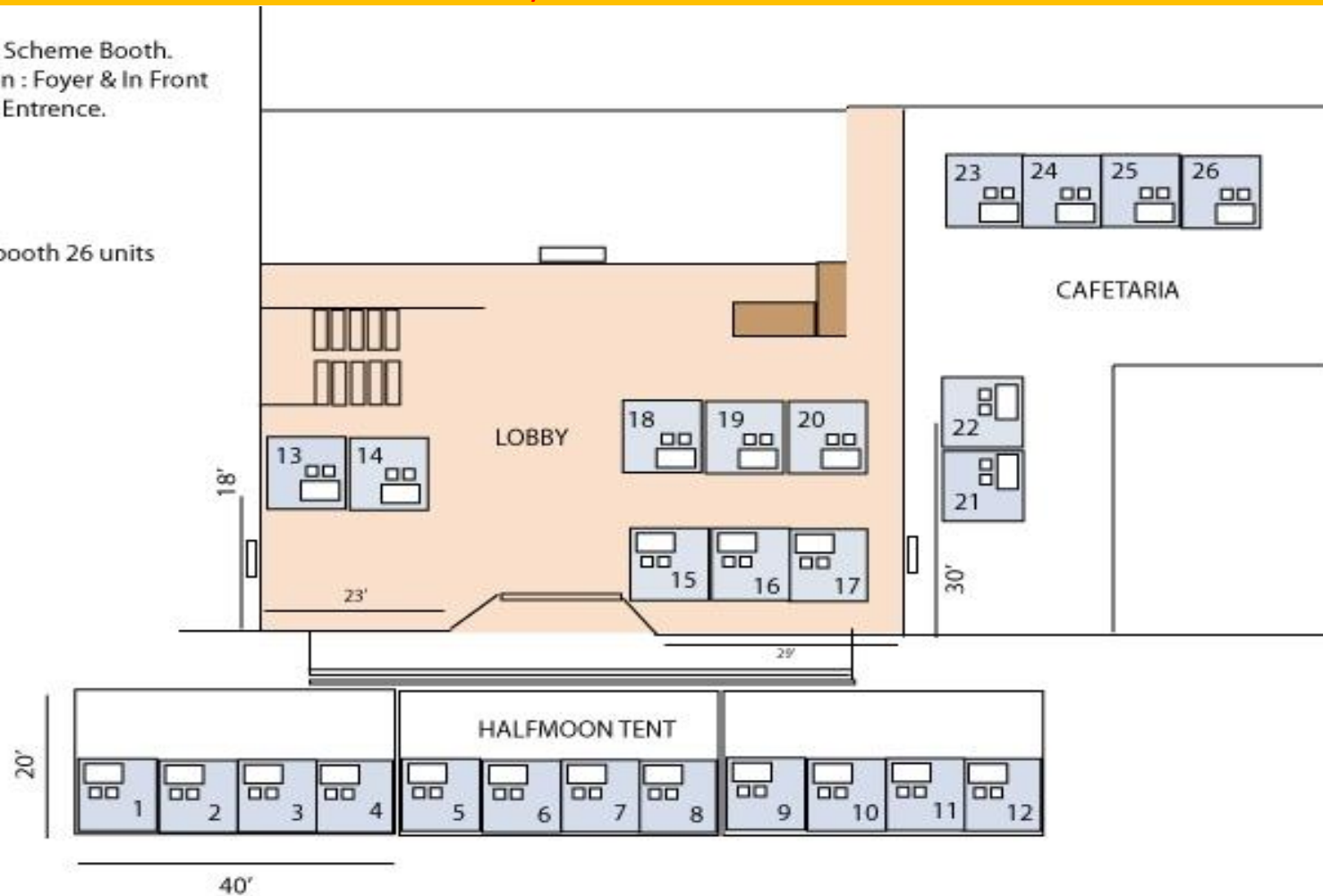
October 1st – 2nd, 2011

@ Institut Latihan Pentadbiran & Pengurusan Pengangkutan Laut (ILPPPL)

BOOTH / FLOOR LAYOUT

Schell Scheme Booth.
Location : Foyer & In Front
at the Entrance.

Total booth 26 units



CARNIVAL INFORMATION

1.0 DATES/EXHIBITION OR TRADE HOUR/VENUE

Venue : MATRAIN (ILPPPL), Pulau Indah, Klang, Selangor;
Date : 1st to 2nd October, 2011
Time : 8.30 am to 6.00 pm (Saturday); and
8.30 am to 5.00 pm (Sunday)
(Exhibitions and trades close 6.00pm)

1.1 Set Up :-

30 September 2011 – 15.00 pm to 10.00 pm

Exhibitors move in/setup

1.2 Teardown

2nd October 2011 - 5.00 pm to 7.00 pm

- Removal of exhibits.
- Disconnection of electrical supply

2.0 TARGET AUDIENCES

2.1 Secondary and tertiary level students preparing for or interested in maritime field (Seafarer), Seafarers, working and non working adults, educationists, parents, Shipping/Maritime Agencies, Shipping/Maritime Industries and others.

3.0 RENTAL OF TENT OR BOOTHS

3.1 Half Moon 40' x 20' w scallop. The following facilities will be supplied on loan basis with

Platform with needle punch carpet

- 1 unit ceiling fan;
- 1 unit 13 amp power point;
- 3m x 3m booth;
- 4 units plastic chair;
- Signage
- 2ft x3 ft square table;
- 1 unit wastepaper basket;

Half Moon 40' x 20' w scallop is RM 1,000 for full tent

3.2 Standard Shell Scheme Booth (3m x 3m). The following facilities will be supplied on loan basis with

- 3 side system panel
- Signage
- 1 unit reception/information desk
- 2 unit folding chairs
- 1 unit 13 amp power point
- 1 unit waste paper basket
- Covered with aircond

Standard Shell Scheme Booth is RM 1,600 per booth

3.3 Any additional power point or furniture requirement must be referred to the Event Manager with a company cover letter. Provision of additional requirements is subject to charges and availability.

4.0 ORGANIZER'S BOOTH

4.1 The Organizer booth will be set up at the main entrance of the Carnival's location. It will also serve as an information and reception counter for the duration of the Carnival.

5.0 TEMPORARY PASSES AND EXHIBITOR TAGS

5.1 For security purposes, exhibitors must wear the passes provided by the Organizer at all times of the Carnival.

6.0 BOOTH BOOKING AND ENQUIRES

Director General of Marine
Marine Department Malaysia
Maritime Transport Training Institute (MATRAIN)
Persiaran Nakhoda KS/11, Pulau Indah
42920 Port Klang, Selangor
(Att: Madam Norsapahati Binti Embong)

Tel : 03-3326 5555

Fax : 03-3101 3585

Director General of Marine
Marine Department Malaysia
P.O. Box 12, Foreshore Road
42007 Port Kelang, Selangor
(Att: Mr. Norhafisol bin Omar)

Tel : 03-3346 7740

Fax : 03-3167 2882

TERMS AND CONDITION

1.0 Terms of Reference

- 1.1 In these terms and conditions for Participation the term "Participant" shall include all employees, servants and agents of any individual company, partnership firm, organization, exhibitors and sponsors who have applied for space and/or sponsorship packages for the purpose of exhibiting.
- 1.2 The term "Exhibition" shall mean: The exhibition listed overleaf.
- 1.3 The term "Organiser" shall be: World Maritime Day 2011 Committee, Marine Department Malaysia.
- 1.4 The term "Venue" shall be as stipulated overleaf.

2.0 Application for Participation

- 2.1 All applications for participation shall be made on the prescribed exhibition form which shall be submitted to the Organiser or his representatives.
- 2.2 The contract shall be established when the Participant submits the application form duly signed and pays to the Organiser 50% of the space and/or shell stand costs. The Organiser, however, may defer or refuse the acceptance of an application in the event that sufficient space is not available or the announced exhibits are considered by the Organiser not germane to the exhibition.

3.0 Allocation of Exhibit Space

- 3.1 The Organiser shall allocate the space in accordance with the order of application, size of the space applied for, the nature of the exhibits or in the manner the Organiser deem fit.
- 3.2 The Organiser shall reserve the right to change the location and/or the size of the space allocated to the Participant at any time prior to the commencement of the build-up of the exhibition should exceptional circumstances demand and the Participant shall have no claim for compensation as a result of the changes.

4.0 Use of Exhibit Space

- 4.1 The Participant is bound to exhibit the announced exhibits and to man the exhibits with competent personnel during the whole period of the exhibition. All activities of the Participant and his staff must be conducted within their booth's perimeters. No soliciting of sales howsoever and whatsoever is allowed outside the booth perimeters.
- 4.2 All exhibits must accord with the description on the application form, and be related to the theme of the exhibition.
- 4.3 Participants must present their exhibits throughout the period of the exhibition. No Participant shall be allowed to remove their exhibits from the exhibition premises prior to the official closure of the exhibition.
- 4.4 Modifications including decorations such as painting the floor, ceiling and pillars will not be permitted and consequent damage to the exhibition hall shall be compensated to the Organiser by the Participant.
- 4.5 The Participant or any persons who conducts any business or activities at the Venue and / or the booth must possess and maintain valid and effective all necessary licenses, permits, approvals required by law or otherwise.

5.0 Opening Ceremony

- 5.1 No work should be done during the Opening Ceremony and all Participants are requested to send their representative(s) to the ceremony.

6.0 Terms of Payment

- 6.1 The Participant shall make payment of the participation fee and / or stand charges as follows:
- 50% non-refundable deposit at the time of application by the Participant, if the application is made more than 30 days before the commencement of the exhibition;
 - Full payment must be made on or before **26 September, 2011**. In the event of default in payment the Organizer reserves the right to refuse participation and claim all outstanding dues from the defaulting exhibitor. Such defaulting exhibitors shall not entitle to any claim for compensation and any payment made shall be for feletd. It is hereby agreed between the parties that once the Exhibition booth or tent has been allocated and confirmed by the Organizer, any cancellation made the exhibitor before the date of the exhibition will entitle the Organizer for forfeit 50% of the payment to be paid. Cancellation of the exhibition due to reasons beyond the control of the Organizer, any refunds are subject to the decision by the Organizer, not exceeding 70% of the payment made.
 - All payments, should be crossed and made payable in Ringgit Malaysia to: "Tabung Hari Maritim Sedunia".

7.0 Breach of Contract and Withdrawal by Participant

- 7.1 In the event of abandonment or rejection of all allocated space, the Organiser has the right to cancel the Participant's application. In this case, the participation fee already paid will not be refunded.
- 7.2 In the event of partial abandonment or rejection of allocated space, the Participant shall forfeit the participation or application fee already paid for the abandoned or rejected space. And if the participation fee has not been paid fully, the Participant shall pay the remaining amount of the participation fee by the due date for all the space initially applied for.

8.0 No Show Policy

- 8.1 If booth space is not occupied by 1.00 pm on the eve of the show in accordance with the show policy, the Organiser shall be at liberty without prejudice to its legal, contractual and other rights to mitigate the loss and use and re-let the cancelled space, and continue to hold the Participant liable for all such loss and damage.

9.0 Cancellation

- 9.1 The Organiser reserves the right at all times to, without the Participant having the right to compensation, (1) change the dates & venue of the Exhibition; or (2) cancel the Exhibition due to any cause whatsoever.
- 9.2 No application can be cancelled or altered unilaterally by the Participant. The Organiser may comply with a request to cancel the application subject to the condition that the Participant pays a compensation for cancellation. The amount of compensation will depend on the time of cancellation and will be calculated at a percentage of the total stand rental payable in accordance with the following schedule: -

<u>Time of receipt of</u>	<u>Compensation:-</u>
<u>Notice of cancellation</u>	<u>Percentage of total stand rental</u>
15 days before the show	50%

10.0 Construction and decoration of Stand and Display

- 10.1 All Participants must complete their construction and/or decoration, and move-in and display of exhibits by the date and time stipulated by the Organiser.

11.0 Movement of Exhibits and Stand Fittings

- 11.1 Participants shall remove all exhibits and fittings from the exhibition hall within the period stipulated by the Organiser and indemnify the Organiser against any cost incurred by reason of delay or damage to the exhibition hall and outdoor area.

12.0 Security, Risk and Insurance

- 12.1 The Organiser shall take reasonable security precautions in the interests of participants and visitors.
- 12.2 The Participant shall be responsible to effect at his own costs and expenses all necessary insurances in connection with the Participant's use of the Exhibition space.
- 12.3 The Participant shall be held responsible for any loss or theft of or damage to exhibits, stand fittings or any article belonging to the Participant during the construction, exhibition and dismantling periods.
- 12.4 In the event that the Participant intentionally or negligently causes a fire, theft, breakage or other accidents inflicting damages to the Organiser or others, the Participant shall be responsible for damages. Participants shall be responsible for insuring goods exhibited.
- 12.5 The Organiser shall not be held responsible for any restrictions or conditions which prevents the construction, alteration or dismantling of stands or moving in or removal of exhibits, or for the failure of any services provided by the hall landlords or other third parties.
- 12.6 The Participant shall ensure that the insurance referred to in Terms & Conditions 12.2 is maintained with an insurance company duly licensed in Malaysia or an international insurance company acceptable to the Organiser.
- 12.7 For the duration of the period from the moving in date to the moving out date as specified in this Contract, the Participant shall maintain and/or caused to be maintained comprehensive general liability insurance for each and every claim, providing coverage against claims for bodily injury, death, property damage or loss occurring in or upon or resulting from the organization or holding of the Exhibition, or arising out of the provision of any services by the Participant and such other insurances that the Participant may in its absolute discretion require."

13.0 Sub-licensing and non-assignment

- 13.1 This license to participate in the Exhibition is personal to the Participant and is non-transferable. No licensing or sub-licensing may be granted by the Participant to any other party. The Participant shall not assign or sublet the stand space or any part thereof. The Organiser may without the consent or approval of the Participant assign or transfer its rights and/or obligations under this Agreement. The Participant may not assign or transfer any of its rights or obligations under this Agreement without the prior approval of the Organiser.

14.0 Force Majeure

- 14.1 The Organiser shall not be liable to the Participant in the event of any cancellation, shortening of opening days and/or hours of the exhibition, for any non-performance of their obligations under this contract or for any amendment or alteration to all or any of the Rules and Regulations of the exhibition if such occurrence is due to any circumstance not within their control.

15.0 Indemnity

- 15.1 The Participant shall indemnify and keep the Organiser indemnified at all times against all actions, claims, demands, damages, expenses, compensation, costs, charges, liabilities and proceedings which the Organiser may suffer or incur arising out of or in connection with the use of the Exhibition space by the Participant.

Also, the Participant shall indemnify and hold the Organiser free and harmless from and against all and any litigation costs and expense arising out of and in connection with any patent, trademark and copyright infringement alleged to have been committed or committed by the Participant during the Exhibition.

- 15.2 The Participant is liable for all damages caused to third parties as a result of his Exhibition participation, including damages to the Venue and/or their furniture and fittings, save where such damages are covered by local third party indemnity insurance.

16.0 Communications

- 16.1 Each communication under this Agreement shall be made in writing and may be sent by mail, e-mail, facsimile transmission or delivered by hand.
- 16.2 Any communication to any party shall be deemed to have been received by the addressee,
- If delivered by hand, at the time of such delivery
 - If sent by mail, three (3) working days following posting if posted to a local address; and five (5) working days following posting if to a foreign address; and
 - If sent by e-mail or facsimile transmission, at the time of transmission, and in providing service, it shall be sufficient to prove that such communication was duly delivered, posted or sent as the case may be.

17.0 Liabilities

- 17.1 The Organiser shall not be liable to the Participant, the Participant's servants, employees or agents for any accidents, happenings or injuries sustained or for any loss of or damage to property goods or chattels at the Exhibition space or Venue save where they are caused and/or contributed to by any act, omission, default or negligence of the Organizer's servants, employees or agents.

18.0 Governing Law

- 18.1 This Contract shall be governed by, and construed in accordance with; the laws of Malaysia and the parties hereto hereby agree to submit to the exclusive jurisdiction of the Malaysia courts.

19.0 Unforeseen Occurrences

- 19.1 In the event of any occurrences not foreseen in the Terms and Conditions, and the Rules and Regulations enclosed in the Exhibitor Manual, the decision of the Organiser shall be final.

20.0 Changes to Terms & Conditions

- 20.1 The Organizer reserves the rights at any time to amend these Terms and Conditions, and upon notification these shall be made applicable to the Participants and other persons using the Venue and / or booth.