






Dear All,

Malaysian Palm Oil Board (MPOB) will be organising a 2019 MPOB International Palm Oil Congress (PIPOC 2019) as follows:

Event Title : PIPOC 2019 Congress & Exhibition : Balancing Sustainability Pillars  
Date : 19th - 21st November 2019  
Venue : Kuala Lumpur Convention Centre, Malaysia

We welcome all companies & organisation to Exhibit at the PIPOC 2019. Kindly find the attachment on the Exhibition Layout Plan and Contract for Exhibit Booth Form for your reference.

- Please make early reservation by using the application form 'Contract for Exhibit Booth' as booths will be assigned on a **first-come-first-served basis**.
- All reservation must be accompanied by full booth rental payment. The deadline for submission of application for booth space is **30 October 2019**.
- Please remit the booth rental payment in the form of a bank draft or cheque in favour of "**Malaysian Palm Oil Board**".
- Any reservation for booth without full payment within **14 days from the date of MPOB invoice will not be entertained for allotment of booth**.
- The cost of 3m x 3m exhibition booth ranged from **RM11,000.00 to RM19,500.00** depending on the locations of the booth as shown in the Exhibition Layout Plan.

Booth Colour	Price in RM	Price in USD
	19,500	6,800
	18,000	6,300
	16,500	5,800
	15,000	5,300
	11,000	3,800

- Exhibitor must indicate their preferred exhibit booth numbers in the "Contract for Exhibit Booth" (form to be printed on both sides). However, the Organiser reserves the right to allocate the appropriate booth space (s).
- For each booth taken, **1 complimentary registrations to attend one module in the Congress will be given**.

For booking of Exhibit Booth or payment enquiry please contact:-

Pn. Nor Hasbira binti Hasbullah - 603-8769 4422  
Email: [hasbira@mpob.gov.my](mailto:hasbira@mpob.gov.my)

Any enquiry regarding the exhibition please contact:

En Abd Jalil bin Ibrahim - 603-8769 4641  
Email: [abdjilil@mpob.gov.my](mailto:abdjilil@mpob.gov.my)  
En. Azahar bin Said - 603-8769 4889  
Email: [asaid@mpob.gov.my](mailto:asaid@mpob.gov.my)

Thank you & best regards.



# Contract for Exhibit Booth

MPOB INTERNATIONAL PALM OIL CONGRESS  
19th – 21st November 2019

We hereby make application for exhibit booth(s) as preferred at:

Booths No :	1st Choice	2nd choice	3rd Choice

BRIEF DESCRIPTION OF EXHIBIT / SERVICES : (in less than 100 words)

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*(use separate sheet if necessary)*

NOMINEE(S) FOR COMPLIMENTARY CONFERENCE REGISTRATION (one per booth)

Conference Module: ● *Agriculture, Biotechnology & Sustainability* ● *Chemistry, Processing Technology & Bio-Energy*  
● *Food, Lifestyle & Health* ● *Oleo & Specialty Chemicals* ● *Global Economics & Marketing*

Delegate Name	Conference Module
1) _____	_____
2) _____	_____
3) _____	_____

MODE OF PAYMENT:

Enclosed is cheque / bank draft No. \_\_\_\_\_ for RM / USD \_\_\_\_\_  
In favour of "MPOB" and crossed "ACCOUNT PAYEE ONLY" being the full payment of booth rental.

APPLICANT PARTICULARS:

Name of Company: \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Local Agent of Principal, if any \_\_\_\_\_

We have read and agree to be bound by the Terms and Conditions of Booth Rental specified overleaf. It is further agreed that acceptance our application by the Organiser shall constitute a contract which shall be binding on both parties.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Designation)

\_\_\_\_\_  
(Company Chop)

Send Form and remittance to: MPOB EXHIBITION MANAGEMENT SECRETARIAT  
P.O. Box 10620, 50720 Kuala Lumpur  
No. 6, Persiaran Institusi, Bandar Baru Bangi  
43000 Kajang, Selangor, Malaysia  
(Attn: Mr Mohamad b Samah)

FOR OFFICE USE BY THE SECRETARIAT

Payment received: RM \_\_\_\_\_ Date: \_\_\_\_\_

Booth 1) Tentative No (s) \_\_\_\_\_ Date: \_\_\_\_\_

# Terms and Conditions of Booth Rental

## 1. Definition

In these terms and conditions "Exhibition" shall mean the exhibition to be held in conjunction with the Conference named in the Contract of Exhibit Booth application form and "Exhibitor" shall mean the company, firm, person, society or other whose application for exhibit booth is accepted by the Organiser.

## 2. Duration of Exhibition

The Exhibition will be held during the whole duration of the Conference as determined by the organiser.

## 3. Organiser

The organiser for the Conference and Exhibition is the Malaysian Palm Oil Board or in acronym MPOB.

## 4. Application

All application for participation at the Exhibition must be submitted in the CONTRACT FOR EXHIBIT BOOTH form. The Organiser reserves the right to refuse acceptance of any application at its discretion or limit the number of booths to be allocated to an applicant.

## 5. Booth Rental

Rental charge includes the rental cost of shell-scheme with the related facilities as shown in the brochure.

## 6. Booth Construction

The organiser has appointed a sole Official Contractor who is responsible for the construction and erection of the shell-scheme stands. Exhibitors requiring renovations or decorations to the standard booths may deal directly with the Official Contractor at their own expense.

## 7. Terms of Payment

Booking for exhibit space must be accompanied by full payment of booth(s) before the stipulated date for submission of application. Any booking without remittance will not be considered for the allotment of booth space.

## 8. Booth Allotment

Allotment of booths will be made by the Organiser on a first-come first-served basis. Preferences as to choices of booth and location as indicated by the Exhibitors in the application form shall be entertained only wherever possible. The Organiser reserves the right to reallocate and/or reallocate other booths where it is in their opinion for the benefit of the Exhibitors and/or betterment of the entire show.

## 9. Revision of Layout

Should the Organiser deem it necessary to revise the layout of the Exhibition for any purpose, the Organiser reserves the right to transfer any Exhibitor to any alternative suitable booth.

## 10. Dressing of Booths

All booths and their exhibits must be completed for display by the opening time of the first day of the Exhibition.

## 11. Dismantling of Exhibits

Exhibits must be removed and display must not be dismantled either partially or totally, before the closing time on the last day of the Exhibition. All exhibits and display materials must be removed from Exhibition hall after the show by the time indicated by the Organiser.

## 12. Unoccupied Booth

Where booth allotted is not occupied by the Exhibitor, the Organiser reserves the right to reallocate or otherwise utilize the said space in any manner deemed expedient, in which case liquidated damages from the defaulting exhibitor shall be deemed to be the rental charges for the said allotted booth.

## 13. Sub-letting of Booth

Exhibitors may not assign or sub-let in respect of the whole or any part of the booth allotted to them without express permission and approval in writing by the Organiser.

## 14. Cancelling of Booking

In exceptional circumstances the Organiser will be prepared to consider cancellation of the Contract for exhibit booth with Exhibitors, but only if the following conditions are fully complied with:

- that the Organiser is able to re-sell the cancelled booth in its entirety; and
- that the written request for cancellation by the Exhibitor is received by the Organiser at least ninety (90) days prior to the opening of the Exhibition; or
- that the following cancellation fees will be levied on the Exhibitors:

Cancellation Period Prior to Opening of Exhibition	% Forfeiture of Booth Rental
(a) Within 90 - 60 days	50%
(b) Within 60 - 30 days	75%
(c) Less than 30 days	100%

## 15. Change and Alteration

Whilst every effort would be taken to hold the Exhibition as scheduled, the Organiser may cancel, suspend, alter or extend the dates of the Exhibition by reasons of natural calamity, force majeure or causes beyond its control. The organiser may make amendments, additions or deletions to the layout plan including facilities available as it deems fit. The Organiser will not be liable for loss or damage suffered by the Exhibitors as a result of the above-stated change in dates or change in layout plan or facilities. In the event that Exhibition is cancelled, the Exhibitor will be entitled only to refund of the whole or proportion thereof of booth rental prepaid.

## 16. Fire and Safety Precautions

Exhibits on display or use in the product demonstration must be non-explosive and non-combustible nature. Exhibitors who, because of the nature of their exhibits, require special types of fire extinguishers must make arrangements at their own cost, for the provision of such equipment.

## 17. Exhibitors' Liabilities

The Organiser shall not be responsible for any loss, damage, or injury that may occur to the Exhibitor's employees, or agents or property from any cause whatever prior, during or subsequent to the period covered by the exhibit booth contract; and the Exhibitor on signing the Contract for exhibit booth expressly releases the Organiser from, and agrees to indemnify the same against any claims for such loss, damage or injury.

## 18. Insurance

Exhibitors shall insure, indemnify and hold the Organiser harmless and free of all costs, claims and demands and expenses to which the Organiser may, in any way, be subject to as a result of any loss or injury arising to any persons caused while the said persons are inside, in the vicinity of or passing the exhibition stands, during the tenancy of the Exhibition. Exhibitors are advised to insure themselves against fire, theft or loss of property, injury to public, etc. to protect their own interest.

## 19. Use of Booth

- The display booth must be adequately staffed and operational and exhibits property displayed during the opening hours of the Exhibition.
- The Exhibitor may not undertake or cause to be undertaken, any activity which in the opinion of the Organiser, is likely to cause any annoyance to visitors or other Exhibitors. In particular, audio-visual display equipment must be so positioned and the sound level so adjusted, as to comply with the requirement.
- All demonstration or other sales activities of the Exhibitor and his staff must be confined to the limits of the exhibit booth. Exhibits must show goods manufactured or dealt with by them in the regular course of business.
- Any merchandising, advertising, or promotional scheme which involves attracting visitors to an exhibitor's location by any inducement which might be construed to be a lottery is strictly prohibited. Under laws governing games of chance, lotteries and the like, there are legal restrictions on such operations.
- Distribution of circulars or promotion material may be made only within the booth assigned to the exhibitor presenting such material. No firm or organisation not assigned space in the Exhibition will be permitted to solicit business within the exhibit area. No advertising circulars, catalogues, folders or devices shall be distributed in the passageway, meeting rooms or registration area.
- The direct sale of any goods, materials services outside the exhibit booth is prohibited.
- The Organiser reserves the right to determine the acceptability and extent of product demonstration in the event of complaints from visitors or other Exhibitors.

## 20. Restriction of Exhibits

Exhibits which may be of a hindrance to the smooth operation of the exhibition and in any way prohibited by government agencies will not be allowed into the Exhibition Hall. The Organiser reserves the right to restrict exhibits which because of noises, method of operation, material, or for any reasons, become objectionable; and also to prohibit or to evict any exhibit which in the opinion of the Organiser may detract from the general character of the Exhibition as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the Organiser determines as objectionable to the Exhibition.

## 21. Care of Building and Equipment

Exhibitors, or their agents shall not damage or deface the walls, floors or carpets of the hall and the fixtures or fittings booths. When such damage appears the exhibitor is liable to the owner of the property so damaged.

## 22. Booth Fittings

The following conditions must be observed when preparing a booth presentation:

- No additional or alteration work or painting to the shell structure or its panels will be allowed;
- Additional stand fittings, displays or posters may be attached to the wall partitions by means of double-sided tapes or small pins;
- No free standing fitmen may exceed a height of 3 metres (10ft) or extend beyond the boundaries of the site allocated unless with the prior written consent of the Organiser; and
- No suspension may be made from the ceiling of the exhibition hall nor may any fixings be made to the floor, walls or any part of the Exhibition Hall area.

## 23. Delivery of Exhibits

Exhibits should not be sent to the exhibition hall until it is certain that the booth is sufficiently progressed to receive them. The Exhibitor must arrange for an authorised representative to be present at his booth to receive his exhibits as the Organiser will not be able to accept delivery on his behalf, nor can they be responsible for the subsequent safe keeping of such items.

## 24. Storage

The Organiser will not be able to provide storage facilities on site for packing cases, surplus materials or properties of the exhibitors. Prior arrangement for the safe keeping of such items must be made with the official freight forwarder or the Exhibitor's own agent.

## 25. Security

The Organiser will provide general security round the clock at the exhibition hall. Every reasonable security precaution will be taken to protect property during the build-up, exhibition and dismantling period. However, neither the Organiser nor the management of the Hotel is responsible for the safety of property of Exhibitors from theft, damage by fire, accident, vandalism or other causes.

## 26. Booth Cleaning

The Organiser will arrange for the normal daily cleaning of public area and passage ways only. Exhibitors are responsible for the cleaning of their own booth(s).

## 27. Amendment of Conditions

The Organiser reserves the right to alter, add to, or amend any of these Terms and Conditions as well as the facilities governing the Exhibition as and when considered necessary for the proper conduct in the administration and management of the Exhibition. Should any discrepancies arise, whether provided for the Conditions or not, the decision of the Organiser shall be final.

## 28. Government Laws and Regulations

Exhibitors are requested to strictly observe and comply with all government laws and regulations during the tenancy of Exhibition. Any penalty imposed on the Organiser arising from failure on the part of any Exhibitor to comply with such laws shall be levied onto the Exhibitor concerned.

## 29. Interpretation

Where there exists any ambiguity as to the meaning of any term or condition, the Organiser shall give an interpretation of such term or condition and this shall be final and binding on both parties.

## 30. Special Condition

By signing the application for contract of exhibit booth and upon acceptance thereof by the Organiser the Exhibitor agrees to be bound by these Terms and Conditions and all decisions of the Organiser.