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.

<table>
<thead>
<tr>
<th>Booth Colour</th>
<th>Price in RM</th>
<th>Price in USD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>19,500</td>
<td>6,800</td>
</tr>
<tr>
<td>Yellow</td>
<td>18,000</td>
<td>6,300</td>
</tr>
<tr>
<td>Green</td>
<td>16,500</td>
<td>5,800</td>
</tr>
<tr>
<td>Orange</td>
<td>15,000</td>
<td>5,300</td>
</tr>
<tr>
<td>White</td>
<td>11,000</td>
<td>3,800</td>
</tr>
</tbody>
</table>

- 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

Any enquiry regarding the exhibition please contact:

En Abd Jalil bin Ibrahim - 603-8769 4641  
Email: abdjilil@mpob.gov.my

En. Azahar bin Said - 603-8769 4889  
Email: asaid@mpob.gov.my

Thank you & best regards.
**Contract for Exhibit Booth**

**MPOB INTERNATIONAL PALM OIL CONGRESS**

19th – 21st November 2019

Kuala Lumpur Convention Centre, Kuala Lumpur

---

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

<table>
<thead>
<tr>
<th>Booths No :</th>
<th>1st Choice</th>
<th>2nd choice</th>
<th>3rd Choice</th>
</tr>
</thead>
</table>

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

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

_____________________________________________________________________________________________________

(use separate sheet if necessary)

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

<table>
<thead>
<tr>
<th>Delegate Name</th>
<th>Conference Module</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td></td>
</tr>
</tbody>
</table>

**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 an exhibition to be held in conjunction with the Conference named in the Contract of Exhibit Booth application form and “Exhibit” shall mean the company, firm, person, society, or other entity which applies for exhibit booth as 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. Organisation
   The organisation for the Conference and Exhibition is the Malaysian Palm Oil Board or any successor body.

4. Application
   All applications and requests for participation in the Exhibition must be submitted within the CONTRACT FOR EXHIBIT BOOTH form. The Organiser reserves the right to refuse acceptance of any applications or requests or the number of booths to be allocated to any applicant.

5. Booth Rental
   Rental charge includes the rental cost of booth space furnished with the relevant facilities shown in the brochure.

6. Booth Construction
   The Organiser has appointed a sole Official Contractor who shall be responsible for design, manufacture, and installation of all components of the standard booths, which shall bear the Official Contractor's name and mark.

7. Terms of Payment
   Booking for exhibit space must be accompanied by full payment of booking fees before the stipulated date for submission of application. Any booking without evidence will not be considered as paid.

8. Booth Allocation
   Allocation of booths will be made by the Organiser on a first-come first-served basis. Preferences as to choice of booth and location as indicated in the Exhibition application form shall be given only where possible.

9. Right to Reject
   The Organiser reserves the right to refuse to allow any applicant to exhibit in the Exhibition on any cause at their discretion.

10. Duration of Exhibition
   Exhibits must be shown on display for the entire duration of the Exhibition.

11. Unacceptable Booth
   The Organiser reserves the right to refuse to allow the use of unacceptable booth equipment and facilities within the Exhibition.

12. Booth Acceptance
   Exhibitors may not assign or sublet in respect of the whole or part of the booth to any other party without the written consent of the Organiser.

13. Cancellation
   In exceptional circumstances, the Organiser will be prepared to consider cancellation of contracts by individual exhibitors provided that all hire charges and expenses are paid in full to the Organiser.

14. Cancellation of Booking
   In exceptional circumstances, the Organiser will be prepared to consider cancellation of the contract for exhibit booth by individual exhibitors, but only if the following conditions are fully complied with:
   (a) The exhibitor notifies the Oral and Visual Projection Equipment contractor or the Organiser’s representative in writing.
   (b) The exhibitor is able to cancel the booking by paying the full amount to the contractor or the Organiser.

15. Change and Alteration
   Exhibitors may not change or alter in any way the whole or part of the exhibit booth area without prior written permission from the Organiser.

16. Insurance
   Exhibitors shall indemnify, on behalf of the Organiser, and theselves and their agents of or any loss or damage to any property, plant, machinery, or other exhibits, and to the Organiser, for any injury or damage to any persons or property occurring during the period of the Exhibition.

17. Use of Booth
   The space to the eligible exhibitors shall be adequately furnished and used in such a manner as to be in harmony with the general character of the Exhibition. The Organiser reserves the right to discontinue the booking if the exhibitor is not in agreement with the rules and regulations set by the Organiser.

18. Use of Exhibits
   Exhibits shall not be used in such a manner as to be in harmony with the general character of the Exhibition. The Organiser reserves the right to discontinue the booking if the exhibitor is not in agreement with the rules and regulations set by the Organiser.

19. Security
   The Exhibitor must take all reasonable precautions to secure the safety of the booth and its contents.

20. Booth Cleaning
   The Exhibitor shall be responsible for the cleaning of the booth area after the Exhibition.

21. Renovation and Remodelling
   Exhibitors are responsible for the alteration of their booth areas to ensure that the booth is in accordance with the regulations set by the Organiser.

22. Special Conditions
   The Organiser reserves the right to make such alterations as it may deem necessary, to the terms and conditions of this agreement, and to cancel any agreement if the exhibition is not successfully completed.