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 organizer.

2. Duration of Exhibition
The Exhibition will be held throughout the Conference at the discretion of 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 EXHIBITION BOOTH form. The organiser reserves the right to refuse acceptance of any application at its discretion or to limit the number of booths 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 to be responsible for the construction and erection of the shell-scheme stands. Exhibitors requiring renovations or decoration on the standard booths may deal directly with the Official Contractor at their own expense.

7.Terms of Payment
Booth renting fees as set out in the Exhibition booth booking form must be paid in full on receipt of the invoice 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. Preference 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 reallot 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 and space subject of the Exhibition for any purpose, the organiser reserves the right to make the final determination of all space assignment in the best interest of the Exhibition.

10. Dressing of Booths
All booths and their exhibits must be completely displayed before the opening of the first day of the Exhibition.

11. Dismantling of Exhibits
Exhibits must not be partially or completely dismantled before the closing time on the last day of the Exhibition. After the exhibition, all exhibits and display materials must be removed from the Exhibition Hall before the time specified by the organiser.

12. Unoccupied Booth
Where booth allotted is not occupied by the Exhibitor, the organiser reserves the right to re-allocate or otherwise utilise 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 allocated to them without express permission and written approval by the organiser.

14. Cancellation of Booking
In exceptional circumstances the organiser will be prepared to consider cancellation of the booth contract with Exhibitors, but only if the following conditions are fully complied with:

I. That the organiser is able to re-sell the cancelled booth in its entirely; and
II. 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
III. That the following cancellation fees will be levied on the Exhibitors:

Cancellation Period Prior To Opening of Exhibition	%Forfeiture of Booth Rental
a) Within 60-90 days	50%
b) Within 30-59 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 reason of natural calamity, force majeure or causes beyond its control. The organiser may take amendments, additions or deletions to the layout plan including facilities available as it deems fit. The Organiser will not be liable for any loss or damage suffered by the Exhibitors as a result of the above-stated data changes or changes to the layout plan or facilities. In the event of cancellation of the Exhibition, the Exhibitor will be only entitled to refund all or part of the prepaid booth rental.

16. Fire and Safety Precautions
Exhibits displayed or used in the product demonstration must be non-combustible. Exhibitor who needs special types of fire extinguishers due to the nature of their exhibits, must arrange to provide such equipment at their own expense.

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 indemnity the same against any claims for such loss, damage or injury.

18. Insurance
Exhibitors shall insure, indemnify an hold organiser harmless and free of all cost, 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 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

I. The display booth must be adequately staffed and operational, and the exhibits must be displayed during the opening hours of the Exhibition.
II. The Exhibition 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, The positioning and sound level adjustment of audiovisual display equipment must meet the requirements.
III. All demonstration or other sales activities by 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.
IV. Any merchandising, advertising or promotional scheme which involves attracting visitors to an exhibitor’s location by any inducement which might be constructed to be a lottery is strictly prohibited. Under laws governing games of chance, lotteries and the like, there are legal restrictions on such operations.
V. Distribution of circulars or promotion material may only be made within the booth assigned to the exhibitor presenting such material. Non-exhibiting companies or organisations are not allowed to solicit business in the exhibition area. No advertising circulars, catalogues, folder or devices shall be distributed in the passageway meeting rooms or registration area.
VI. The direct sale of any goods, material services outside the exhibit booth is prohibited.
VII. 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 are not permitted to enter the Exhibition Hall. The Organiser Reserves the right to restrict exhibits that are objectionable due to noise, methods of operation, materials or whatever; in addition, to prohibit or expel any exhibits that the organisers believe may detract from the overall 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 in 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:

I. No additional or alteration work or painting to the shall structure or its panels will be allowed:
II. Additional stand fittings, displays or posters may be attached to the wall partitions by means of double-sided tapes or small pins:
III. No free-standing fitment may exceed a height of 3 meters (10ft)
Or extend beyond the boundaries of the site allocated unless with the prior written consent of the organiser and
IV. No suspension may be made from the ceiling of the exhibition hall or 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, or they can 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 around the dock 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 or 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 basic daily cleaning of public area and passage ways only, Exhibitors are responsible for the cleaning of their own booth(s).

27. Amendment of Condition
The organiser reserves the right to alter, add to, or amend any of these Terms and Conditions as well as the facilities for governing the Exhibition as and when considered necessary for the proper conduct in the admiration 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.Goverment 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 these 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 term and Conditions and all decisions of the Organiser.