

# EXHIBITION BOOKING FORM

19 - 21 JAN 2018 | MITEC

## Company's Profile

Company / Organisation :

MITA Membership No :  KPL/KPK No :  GST Registration No :

Company Address :

Tel :  Fax :  Mobile :

Person in Charge :  Designation :

Email :  Nature of Business :

Name to be appear on supplement :

## Booth Package

RAW SPACE (3m x 3m)	GROUP A	GROUP B
ROW STAND	RM 2,000	RM 3,000
CORNER STAND	RM 2,500	RM 3,500

GROUP A	GROUP B
<ul style="list-style-type: none"> <li>- <b>DOMESTIC</b> (Travel Agents, Hotels &amp; Theme Parks)</li> <li>- State Tourism Organisations (STO)</li> <li>- Malaysia Food Festival</li> <li>- Art &amp; Craft</li> </ul>	<ul style="list-style-type: none"> <li>- <b>INTERNATIONAL</b> (Travel Agents, Hotels &amp; Theme Parks)</li> <li>- National Tourism Organisations (NTO)</li> <li>- World Travel Fair</li> <li>- Airlines, Cruise Operators, Times-Share &amp; Clubs</li> <li>- Corporate (Telco, Bank, Insurance &amp; others)</li> </ul>

Total Booth Fee (RM) : \_\_\_\_\_ x \_\_\_ unit = \_\_\_\_\_

Early Bird Discount (10%) : - \_\_\_\_\_

MITA Member Discount (10%) : - \_\_\_\_\_

6 % GST : \_\_\_\_\_

Sub Total : \_\_\_\_\_

Security Deposit : \_\_\_\_\_

Grand Total : \_\_\_\_\_

**MITA Travel Fair 2018 Secretariat**

**INSTANT EXHIBITIONS SDN BHD (1129284-M)**

GST No. : 000430526464

CIMB Bank Acc No. : 86 0299532 4

I hereby read the terms and conditions.  
This booking is legally binding.  
\*Date :

\_\_\_\_\_  
Signature & Company stamp

**Terms & Conditions**

**A. DISCOUNT**

- i. All exhibitors who confirmed their booking with full payment made before **29 Sept 2017** are entitled for **10% Early Bird Discount**.
- ii. All MITA members are entitled for **10% member discount** (in addition of other discount) when full payment is made during submission of booking form.

**B. SECURITY DEPOSIT**

- i. Every exhibitor must post a refundable security deposit as follows:

1 booth	RM 200
2 booths	RM 400
3 booths	RM 600
4 booths	RM 800
5 booths	RM 1,000
6 booths	RM 1,200
7 booths	RM 1,400
8 booths	RM 1,600
9 booths	RM 1,800
10 booths & above	RM 2,000

- ii. Failure of submitting **sales evaluation forms** within 7 days after the event, will result in security deposit being forfeited.

**C. EXAMPLE OF CALCULATION**

- i. Travel Agent X (MITA Member) who confirmed 8 booths and paid before 29 Sept 2017.

Total Booth Fee (RM2,000 x 8units)	(RM) 16,000
Less: 10% Early Bird Discount (RM16,000 x 10%)	-1,600
Less: 10% MITA Member Discount (RM16,000 x 10%)	-1,600
Booth Price after Discount	12,800
Add: 6% GST	768
Add: Refundable Security Deposit	1,600
<b>Grand Total Fee to be paid</b>	<b>15,168</b>

**D. UPGRADE PACKAGES**

- i. All prices stated in booking form are **RAW SPACE RENTAL FEE**. Exhibitors who wish to upgrade their space to Shell Scheme Booth or any other packages, kindly refer to **FORM A010**.

**E. CANCELLATION CHARGES**

- i. In the event of any cancellation and / or default in payment by an Exhibitor, the Organiser reserves the right, on a strictly without prejudice basis, to cancel the application without any refund of payment made.
- ii. The Organiser shall also have the right to re-let these booths to another Exhibitor.
- iii. Where the Organiser has chosen to re-let said booths but is unable to do so or otherwise is only able to re-let the same at a lower rate, the Exhibitor in default shall, without derogation of the Organiser's other rights in law or in equity, be liable to pay, amongst others, the losses incurred by the **MITA TRAVEL FAIR 2018** as a result thereof as damages.

- iv. Cancellation Charges terms;  
 Before 1pm, 6 October 2017 - 50% of payment  
 After 1pm, 6 October 2017 - 100% of payment

**F. PAYMENT TERMS**

- i. Booking must be made together with full payment which consists of;
  - ✓ Space Rental Fee
  - ✓ 6% GST
  - ✓ Refundable Security Deposit
- ii. A copy of KPL/KPK license

**G. IMPORTANT NOTE**

- i. Reservation for exhibition space & sponsors packages will be handled on first come first served basis.
- ii. Allocation of booths and sponsor packages regardless of the preference indicated, and alteration of the floor plan is at the discretion of MITA Travel Fair committee whose decision will be final.
- iii. The Organiser reserves the right to cancel or reschedule the MITA TRAVEL FAIR 2018 in the event of any unforeseen circumstances that are beyond the control of the Organiser.
- iv. If the Fair is cancelled, then all payments made shall be refunded. No other claims or compensation will be entertained.
- v. If the Fair is rescheduled, there will be no refund of payments made. No other claims or compensation will be entertained.