**TRADE FAIR BOOKING FORM**



1. **CONTACT DETAILS**

Company/Organization's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_

Main Product: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **BILLING ADDRESS** (Please Complete Only If Billing Address is Different From Registered Company's Address)

Company/Organization's Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **APPLICATION AND BOOTH FEES**

**BOOTH NO.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Booth Description** | **Unit Price** | **Quantity** | **Total Cost** |
| Booth No. |  |  |  |
| Extra Power Outlet | MMK 30,000 |  |  |
| **Total** | | |  |

* 100% Exhibition fee should be paid at the time of the contract.
* Exhibitors shall be held responsible for any bank charges and transferal fees.
* Exchange rates shall be based on KBZ Bank.

1. **PAYMENT METHOD**

Please make your payment within 24 hours after the application form has been submitted in order to confirm your booking.

Mandalay Region Chamber of Commerce & Industry (MRCCI)

KBZ Bank Account No: 29010929000385301

1. **GENERAL RULES AND REGULATIONS**
2. Definition of Terms

* Henceforth under the definition of terms the word "Exhibition" refers to Mandalay Int'l Trade Fair & Business Forum 2020.
* The "Organizer" refers to Mandalay Region Chamber of Commerce & Industry (MRCCI).
* The "Exhibition" refers to all corporation, individuals, associations, or organization that has submitted an application form and has paid the down payment / barter agreement.

1. Application and Payment

* A contract shall be established upon the receipt of the exhibitor's payment. The full balance should be paid on the time of the contract signed.

1. Booth Allocation

* Priority will be given to exhibitors in the order of application receipt and the nature of the exhibits
* The organizer has the authority to make any adjustments to booth space assignment if deemed necessary in order to better manage exhibition.
* The exhibitor may not sublet or exchange in whole, or in part, assigned space without prior permission from the organizer.

1. Liability and Management of Exhibition Hall

* The exhibitor can display only exhibits stipulated on the application form and an exhibitor staff member must be at the booth during opening hours.
* The organizer will not assume responsibility for any losses, theft, fire or events beyond the organizer's control within exhibition hall. The exhibitor may wish to carry insurance on all exhibit materials.
* All exhibits must be in accordance with the items specified on the application and must correlate with the theme of the exhibition.
* The organizer has the authority of prevent persons from entering the exhibition area if deemed necessary.
* It is responsibility of exhibitor to clean the booth every day.

1. Installation and Removal

* If choose to rent Raw Space to design own booth decoration and layout, the exhibitor must submit design proposal including materials, electrical and necessary specifications to the organizer.
* The exhibitor must seek approval from the organizer before commencing installation and decoration to the organizer.
* The exhibitor is responsible for removing their installation and materials and restoring the exhibition are to its original condition within the period stipulated by the organizer.
* The exhibitor should indemnify the organizer for any losses caused by delay or damage to the exhibition area.
* If chosen to decorate with own contractors, the exhibitors are only allowed to come in and start setting up on \_\_\_/\_\_\_\_\_\_/Year.

1. Booth limitation and fire safety

* All exhibit and decorations should not exceed the heights imposed by the organizer.
* All materials must be approved by the organizer before installation. The organizer may ask the exhibitors to change decorations if deemed necessary.

1. Termination of Contract

* The contract may invalidated if the exhibitor refuses to use booth(s) applied in whole, or in part, or fails to pay the booth rental fee within required period.
* The pre-paid booth rental fee will not be refunded in the above cases.

1. Force Majeure

* If the organizer is prevented from holding the exhibition for reasons of fire, natural disasters, government intervention or regulations, military activity, strikes, or any circumstances that make it impossible or inadvisable for the organizer to hold the show; In such case, the organizer shall terminate the exhibition and the exhibitor waives any claim for property or damage compensation.

1. Limitation on Noise and Hallway Events

* The exhibitor's use of audio-visual products must not inconvenience nearby exhibitors. The organizer may take necessary actions such as cutting off electricity, shutting down, or removing booths. The exhibitor may not ask for compensation under these circumstances.
* The exhibitor may not assemble hallway events.

1. General Information, Supplementary Clauses, Observation of Regulation

* The organizer has the authority to issue supplementary clauses in addition to the general rules and regulations to better manage the exhibition. All additionally amended written regulations will be part of the general rules and regulations and will be binding to exhibitors.

1. Interpretation of Regulation

* In the best interest of the exhibition, the organizer has full interpretation authority of said terms and regulations, and may amend and enforce all rules and regulations.

We hereby apply for booth space at Mandalay Int'l Trade Fair & Business Forum 2020. Since we are accepted as an EXHIBITOR, we agree to abide by the show terms and conditions of contract set out in this form.

DATE: \_\_\_\_\_/\_\_\_\_\_\_\_/2020 APPLICANT'S Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_