

## **RULES AND REGULATIONS TO PARTICIPATE IN MALAYSIA GIFTS FAIR (MGF)**

- (a) “The Organizer” shall refer to the “MALAYSIAN GIFTS & PREMIUM ASSOCIATION” Or the abbreviation “MGPA” and includes the MGPA Board of Committees and all employees of the Organization
- (b) “The Hall Management” refers to Convex Malaysia Sdn. Bhd., operator of the Kuala Lumpur Convention Centre
- (c) “The appointed Official Stand Contractor” refers to ES Exhibition Services Sdn. Bhd.
- (d) “The appointed Fair Manager” refers to Wizer & Shpick Sdn. Bhd.
- (e) “The appointed Front Registration Contractor” refers to Open Creative Sdn. Bhd.
- (f) “The appointed Official Freight Forwarder” refers to the Curio Pack Sdn. Bhd.
- (g) “The Exhibitors” refers to the Members / Clients
- (h) All Rules and Regulations outlined as follows apply exclusively to Malaysia Gifts Fair event

### **Signing up for Malaysia Gifts Fair (MGF) Booth**

MGF booths are open to all Malaysian or Foreign Organizations and companies (except those from CHINA). Exhibitors' products or services should fall within the scope of the exhibition. The Organizer reserves the right to refuse the applications from those whose products or services do not align with the exhibition's scope. The Booking of Booths is considered valid only after the receipt of partial / full payment by MGPA. All Payments should be made payable to the Organizer's Account as indicated below: -

### **MALAYSIAN GIFTS & PREMIUM ASSOCIATION – (LOCAL EXHIBITORS)**

- **Public Bank Berhad -- Account No.: 3183 8511 13**
- **PAYMENT TERMS: 50% Advance Payment upon booking of the booth(s), and the Remaining 50% balance before Balloting Day**

### **MALAYSIAN GIFTS & PREMIUM ASSOCIATION – (FOREIGN / OVERSEAS EXHIBITORS)**

- **United Overseas Bank (Malaysia) -- Account No.: 187-900-635-5 (Payment in USD)**
- **PAYMENT TERMS: Full Payment upon receiving the booth Invoice from the Organizer**

The Organizer reserves the right to take any necessary legal action against exhibitors who fail to make full payment for booth rental. Non-Compliant Exhibitor will be **BLACKLISTED** from participating in future exhibitions / events by MGF. Surcharge will apply to all overdue payments, if any, and the amount to be determined by MGPA Board.

### **Local Exhibitors Booth Allocation**

Local Exhibitors **are not permitted** to select their booth(s) as **booth allocation is determined through Balloting** held by the Organizer. However, the Organizer reserves the right to make changes to the event's floor-plan and/or venue at their discretion. Booths for exhibitors may be re-allocated at the Organizer's discretion.

### **Foreign / Overseas Exhibitors Booth Allocation**

The location of the booth is assigned by the organizer.

### **Exhibitor Withdrawal or Booth Cancellation - Strictly Non-Refundable & Non-Transferable**

In the event of any exhibitor withdrawing from the exhibition or booth cancellation for any reason, **NO RUFUND will be provided. All deposits or full payments made** to MGPA related to the Malaysia Gifts Fair **will be forfeited** and **CANNOT be carried forward** to the next year's fair / exhibition / event by the Organizer.

### **Machinery Zone**

Exhibitors displaying any machinery products (including table-top) are strictly allocated to the Machinery Zone for safety concerns. Machines found displayed and operating outside of the designated Machinery Zone will be subject to removal / confiscation by the Organizer / Security.

### **Admission to Exhibition Hall**

STRICTLY NO Singlets / Short Pants / Slippers allowed during the 3 days fair period.

Exhibitors with unpaid booth fees will not be allowed to enter the fair venue for booth setup, and NO Exhibitor Badge will be issued until the balance is settled. The Organizer reserves the right to refuse admission to any Personnel into the Exhibition Hall without assigning any reason.

### **Exhibition Dos & Don'ts**

Exhibitors are required to complete all necessary preparation before the show day. Special booths and other decorations, including those requiring approval by the Organizer and Hall Management. A detailed list of products or services to be exhibited must be submitted to the Organizer before the Official Exhibition Day. It is essential that all showcased products and services are from the exhibitor's own product line or from the exhibitor's principle's / supplier's product line. All exhibits must meet and pass the related safety standards. The exhibitor bears sole responsibility for ensuring that all exhibits are approved by the relevant Ministries. In the event of Exhibitors being found in violation of any laws, they will be solely responsible for any legal actions taken against them and may face any kind of blacklisting, prohibiting or ban participation in any future fair / exhibition / event by the Organizer.

The Organizer will not be held responsible for any loss and/or damage, regardless of the cause, resulting from an unattended booth. Exhibitors are advised to exercise special caution and keep all valuable items at their own risk.

Sub-letting of booths is strictly prohibited. In the event of any subletting, the Organizer shall reserves the right to remove the sublet booth exhibitor's items, and no refunds shall be provided.

### **Fascia Board Name**

Only one (1) Fascia Board Name is allowed per company. The Organizer will remove any additional Fascia Board Name. A Penalty will be imposed for any additional / unapproved illegal fascia board names, and the deposit paid by booth setup contractor shall be forfeited.

### **Brand Logo**

Exhibitors using brand logo as their Fascia Board Name or placing it inside their booth must have the permission or an authorized letter from the license owner to use their brand logo at Malaysia Gifts Fair.

### **Insurance Coverage**

Exhibitors are strongly advised to arrange all necessary insurance coverage before the Official Opening of the event. The Organizer provides insurance for public liability only. The Exhibitor will not hold The Organizer responsible for any losses due to theft, flood or fire occurring during the exhibition period.

### **Technical Supplies for Official Stand Contractor & Official Freight Forwarder**

All arrangements for electrical and furniture services MUST adhere to the rules established by the KLCC Hall Management. Exhibitors are required to apply for and obtain approval from the appointed Official Stand Contractor for the setup of booths, booth decorations and other related requirements.

Exhibitor intending to Sub-Contract a Private Contractor for booth setup must submit the Name of the Contractor for approval from the Official Stand Contractor, with terms and conditions applying.

Exhibitors will be listed in the E. Show Directory specifically for event promotion. The Organizer shall not be held responsible for any errors and / or omissions found in the Show Directory information by third parties. Exhibitors acknowledge that the Organizer is in no way liable for the acts or omissions of the KLCC Hall Management, Official Fair Manager, Official Stand Contractor, Official Front Registration Counter and/or Official Freight Forwarder.

The Organizer shall not be held responsible or liable in any way utilities and / or furniture-related problems faced by the Exhibitors. Complications arising from all additional orders with the Official Contractor are to be dealt with directly between the Official Contractor and the Exhibitor. The Organizer shall not be held responsible for issues related to utilities (including Electrical, Gas and Water) and furniture services.

### **Official Freight Forwarder**

The Organizer shall not be held responsible for damages and / or delays resulting from the actions of the Official Freight Forwarder. Compensation in any form related to freight forwarding should be forwarded directly to the Official Freight Forwarder. All moving and shipping arrangement must receive prior approval from the appointed Official Freight Forwarder.

### **Declaration by Exhibitors**

The Exhibitor is hereby agrees to abide all the rules and regulations as stated above. Failure to comply with the RULES and REGULATIONS will result in rejection and removal from the exhibition hall and event. The Organizer reserves the right to refuse to Refund of Payment made by Exhibitor who infringe or breach any RULES and REGULATIONS related to the Malaysia Gifts Fair. The decision of the Organizer shall be Final, and further appeals will not be entertained.

Thank you

**By The Board of MGPA (The Organizer of Malaysia Gifts Fair – MGF)**