

Business Events Forum 2019

BE Marketplace Form

Particular:

Company Name:			
Address:			
Website URL:			
Contact Person:			
Phone Number:		Mobile Phone:	
Email:			
Fax:			
Contact Person Name:			
NRIC/Passport No.:			
Booth Name (maximum 30 letterings):			

Booth Coordinator:

Name:	
Contact No.:	
Email:	

Exhibitors:

No.	Name of Staff	Gender	NRIC/ Passport No.	Contact No.
1.				
2.				

Product List:

No.	Proposed list of items to be displayed	Price
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

*** Note:**

- (i) Products not listed **MAY NOT** be allowed to be displayed at the exhibition. *(Please attach additional sheet if necessary).*
- (ii) Once your application has been approved, an invoice will be issued. Kindly remit the payment within the stated period to confirm your participation. Bank details are as stated below:

Beneficiary : **PLACE BORNEO SDN BHD**
 Address : **2nd Floor, No. 115, Lot 11607, Block 16 KCLD RH Plaza, Lorong Lapangan Terbang 1, 93250 Kuching Sarawak**
 Bank : **Hong Leong Bank Berhad**
 Bank Address : **RH Plaza, Kuching, Sarawak**
 Transfer Method: Electronic Fund Transfer (EFT) *(*Kindly send proof of payment to eleodiana@placeborneo.com)*
 Account No. : 28800027292
 Swift Code : **HLBBMYKLCCH**

Kindly contact Ms. Eleodiana at 082-555189 or email eleodiana@placeborneo.com for more inquiries.

BE Marketplace Options:

1. Table Top

- Members Early Bird : RM2,000.00
- Members Standard Rate : RM2,500.00
- Non-members Early Bird : RM2,500.00
- Non-members Standard Rate : RM3,000.00

2. Pop Up Talks

- Exhibitor : RM500.00
- Non- Exhibitor : RM5000.00

*** Early bird rates ends on 30th August 2019.**

TERMS AND CONDITIONS

1. APPLICATION FOR PARTICIPATION

All application forms duly completed and signed shall be submitted to the BEF 2019 Secretariat. Only successful applications will be notified by the BEF 2019 Secretariat. The BEF 2019 Secretariat reserves the right to accept or reject applications without disclosing to the applicant any reason whatsoever thereof.

2. PASSES FOR THE STAFF/CREW

The maximum number of staff/crew allowed is limited to **TWO (2)** persons only per table. **TWO (2)** passes will be given free to the Exhibitor. Only **TWO (2)** additional passes can be purchased for each booth and the additional pass is priced at RM150.00 each.

3. PAYMENT

Successful exhibitors shall make the full payment either by cash or cheque payable in Malaysian Ringgit (MYR) to **Place Borneo Sdn Bhd** (bank details as set out on the Exhibitor Booth Application Form) before or by **30th September 2019**. Payment shall be deemed to be the confirmation of participation at the BEF 2019. Once payment is made, no cancellation of the booth will be entertained. Payment for additional passes is to be made to **Place Borneo Sdn Bhd** together with the table top fee.

NON-REFUNDABLE fee of **RM500.00** is to be paid upon confirmation of the table top. All monies (full payment) paid are strictly **NON-REFUNDABLE** but are transferable to another party of similar merchandise upon approval from the BEF 2019 Secretariat.

4. CONSTRUCTION AND DECORATION OF BOOTH

The exhibitor is allowed to decorate their table top space without causing damages to the structural and/or facilities provided by the BEF 2019 Secretariat. The exhibitor is responsible to repair or compensate for any damages caused by the exhibitor or their contractor on the table structure and/or facilities at the forum ground. The exhibitor must complete any/all the decoration, build-up and tear down within the time frame stipulated by the BEF 2019 Secretariat.

5. SUBLETTING

Exhibitor shall not assign, sublet, subcontract or apportion any part of the space allotted, and may not share exhibit space or allow representatives, equipment, or materials from any subsidiary, division, or any other company or entity in the exhibitor's space without including the name(s) of such subsidiary, division or other company or entity on the exhibit space contract and obtaining prior written consent from the BEF 2019 Secretariat. Should an exhibitor decide to cancel, the exhibit space reverts to the BEF 2019 Secretariat.

6. USE OF BOOTH

The exhibitor shall limit his/her business display or promotional merchandise within the confines of their table top space. No exhibit or material, which may cause danger or damages, will be allowed within the Forum Ground. If the displayed products or services provided are not appropriately placed within the scope of the booth or does not conform to the product list/services sent to the BEF 2019 Secretariat earlier, the BEF 2019 Secretariat shall reserve the right to cancel the exhibitor's participation in the conference and all payments collected will be forfeited.

7. SECURITY

BEF 2019 Secretariat shall not be held responsible for any loss or theft of exhibits/products at the Forum Ground during the build-up, actual conference day and tear down period. The exhibitor is responsible for his/her own booth and equipment and should insure the equipment against loss or damage from any cause whatsoever. All properties belonging to the exhibitor is to remain in his/her care and custody. The exhibitor also agrees to waive the right of subrogation against BEF 2019 Secretariat and its contractors and employees, whichever is appropriate.

8. CLEANLINESS

Exhibitors shall be responsible for the cleanliness of their exhibition space and the surrounding area. Rubbish is to be disposed at the designated area only.

9. DAMAGES AND SECURITY

Exhibitors shall be held liable for any damages to the walls or to any part of the Forum Ground in which their equipment is placed. Exhibitors shall not paint or stick anything on the table, on the floor, ceiling, pillars or walls without prior written approval from the BEF 2019 Secretariat. All alterations to the wall, floor, ceiling, pillars shall be made good to its original condition.

10. CANCELLATION ON PARTICIPATION

BEF 2019 Secretariat reserves the right and without liability to terminate the application if the applicant did not adhere to the terms and conditions of exhibition space and any payment made hereof will be forfeited. In this case, BEF 2019 Secretariat shall also have the right and at its absolute discretion to re-let the space vacated by the said Exhibitor. The Exhibitor in default shall be liable to pay the entire participation fee to the BEF 2019 Secretariat as liquidated damages for the loss of rental. In case of cancellation of the Forum by the BEF 2019 Organizer prior to the actual Forum date, payment will be refunded in full to the applicants.

11. GENERAL

All matters not covered by the Terms and Conditions herein are subjected to the decision of the BEF 2019 Secretariat. The Terms and Conditions may be amended at any time by the BEF 2019 Secretariat and all amendments that may be so made shall be equally binding on all parties affected by the BEF 2019 Secretariat, as the original Terms and Conditions.



12. FAILURE OF SERVICES

BEF 2019 Organizer shall not be responsible for any income loss incurred by the Exhibitor directly or indirectly attributable to the cancellation, suspension or reduction of duration of the schedule conference from the period advertised or specified due to (a) Force Majeure (b) Acts of war, military activity and government statutory or civil authority requisition (c) Fire, flood, typhoon, acts of God, severe weather or combination of the above (d) Damages caused by an aerial object or aircraft (e) strikes or lockouts by workmen (f) Any other occurrence beyond the control of the BEF 2019 Organizer.

I _____ hereby agree and will abide to the terms and conditions above.

Signature of Applicant

Company Stamp

Name:

Date:

IC/ Passport No.:

For Office Use Only

Application Form:

Received by:	
Date Received:	
Invoice No:	