

Malta Book Festival 2020 11-15 NOV – MCC

Exhibitors' Application Form with Rules and Regulations

Name: _____

Surname: _____

ID. Number: _____

Official name of Entity/Company (to appear on fascia):

Address of Entity/Company: _____

Phone and/or Mobile: _____

E-mail: _____

Online bookshop URL: _____

Category of Exhibitor: _____

Type of Exhibitor: _____

V.A.T. number: _____

Type of Stand: _____

1) Type of Exhibitor

The *Malta Book Festival* is an event organised by the National Book Council in a bid to encourage the reading of books in any format. Although exhibitors are allowed to sell books to the general public, the primary aims of the event are educational and cultural, thus exhibitors are allowed to sell only books, in any format, and it is strictly forbidden to sell products other than books. Exhibitors at the *Malta Book Festival 2020* must necessarily fall under one of the following categories in order to participate:

Category 1

Type 1: Publisher

Person or group of persons who own a publishing house and publish books.

Type 2: Book Industry Professional

Literary agents and brokers, graphic designers and content developers and any other professionals working in relation to or specifically within the book industry.

Type 3: NGO related to the book Industry

NGOs that specialise in the promotion of an educational aspect as specified by law, the promotion of a particular language, entities related to the archives or libraries sector, authors and publisher groups or collectives, and cultural and academic groups.

Type 4: Academic and/or Educational Institution

Primary, secondary and tertiary academic and/or educational institutions that are defined so by law.

Type 5: Public Institution

Public institutions representing publishers or authors, both foreign and local.

Category 2

Type 1: Book Distributor/Seller

An entity, company or otherwise that distributes and/or sells books in commercial outlets or book-related events or outlets.

Type 2: Other Entities

Entities and groups that publish and/or sell books related to their entities – (application shall only be accepted if space is still available after all other types of exhibitors have secured a space).

*For the purposes of this document a **book** is defined as: A publication which carries an ISBN issued by the National Book Council, or any other entity recognised by the ISBN International Agency.*

2) Type of Stand and Payment

Category 1

Stand Type A

Three metres back and three metres side
Twenty metres of shelving adjustable to client's requirements
One desk with locked drawer
Two chairs
Name Sign
One 13amp socket
Two 75watt spotlights
Carpeting
Fee: €240

Stand Type B

Six metres back and three metres side
Twenty-eight metres of shelving adjustable to client's requirements
One desk with locked drawer
Three chairs
Name Sign
Two 13amp sockets
Three 75watt spotlights
Carpeting
Fee: €460

Stand Type C

Nine metres back and three metres side
Forty-four metres of shelving adjustable to client's requirements
Two desks with locked drawer
Four chairs
Name sign
Three 13amp sockets
Four 75watt spotlights
Carpeting
Fee: €700

Stand Type D

Twelve metres back and three metres side
Fifty-six metres of shelving adjustable to client's requirements
Three desks with locked drawer
Five Chairs
Name Sign
Four 13amp sockets
Eight 75watt spotlights
Carpeting
Fee: €910

Stand Type E

Unique Stand with own furniture and shelving will have a reduced pricing to be negotiated by the National Book Council.

Category 2

Stand Type A

Space allocation of three metres by six metres to be filled with tables stretching to the total length of the space.

Fee: €200

Stand Type B

Space allocation of three metres by nine metres to be filled with tables stretching to the total length of the space.

Fee: €350

Stand Type C

Space allocation of three metres by twelve metres to be filled with tables stretching to the total length of the space.

Fee: €500

Stand Type D

Space allocation of three metres by fifteen metres to be filled with tables stretching to the total length of the space.

Fee: €700

Further regulations to La Vallette Hall (lower-ground floor)

Exhibitors in category 2 may provide their own furniture and shelving. Lighting is provided throughout the Hall.

3) Allocation of Stands

Allocation of stands is at the sole discretion of the National Book Council. Without prejudice to the generality of the Council's discretion as aforementioned, the prioritisation of spaces allocated to prospective exhibitors will be made on the following criteria:

- A. Allocation of stands are based on the categories.
 1. Category 1 exhibitors will be allocated to Sacra Infermeria Hall (ground floor).
 2. Category 2 exhibitors will be allocated to La Vallette Hall (lower-ground floor).

- B. Further prioritisation to all stands in both halls is made to stands that bring their own shelving and furniture. Stands with their own shelving and furniture may opt for island stand allocation in contrast to stands with their own shelving, which will be allocated to one side or another, but such request will only be granted if the shelving and furniture is considered to be of a substantial amount and only if space is available. Exhibitors who have furniture and shelving with a particular aesthetic design will be prioritised over others who do not.

- C. Further prioritisation to the allocation of stands may be made according to the cultural value the exhibitor is contributing to the Festival by his or her events at the Festival.

4) Further Conditions and Regulations

Exhibitors are not allowed to move tables and/or furniture outside of their allocated and designated space. Any infringement of this clause by the exhibitor would cause the exhibitor to leave the Malta Book Festival and pay a €1,000 fine.

No exhibitor is allowed to hand out promotional flyers to minors attending the festival. Any exhibitor breaching this regulation will be fined a sum of €1,000.

Exhibitors are obliged to sell age-appropriate books during the morning school visits. Failure to comply with this obligation would cause the exhibitor to be ineligible for participation in future editions of the Festival and to be fined a sum of €1,000.

Exhibitors are required and obliged to remove any empty boxes after setting up before the start of the Festival and after emptying their stand at the end of the Festival. Empty boxes and trash are the responsibility of each exhibitor and cannot be disposed of in corridors and common areas.

Exhibitors cannot make use of more than 1.2kw of lighting fittings.

Exhibitors cannot make use of an electrical load exceeding 30A.

Exhibitors are allowed to offer free drinks following and/or during an event (such as a book launch, reading etc.) on the respective stand or elsewhere in the hall. No food is to be distributed by any exhibitor unless with direct approval of the National Book Council.

Exhibitors can only use sound systems, electronic devices emitting sound or any musical instrument played live on their stands if permission is granted by the National Book Council. Exhibitors may be fined €500 if playing music or using sound-emitting devices during times and hours that were not stipulated by the National Book Council's official programme of events, or at high volume levels that would disrupt neighbouring stands and their activities.

Exhibitors who sign this agreement, but fail to fill their stand with their books and stock, and/or throughout the Festival fail to attend to their stand, and/or be present at their stand during the opening hours of the Festival, unless agreed in writing by the National Book Council, may be fined by the National Book Council double the total cost of the stand and asked to leave the Festival.

In case an exhibitor fails to remove all of his or her items from the premises of the Mediterranean Conference Centre by Monday 16 November, the National Book Council will impose a penalty on the exhibitor, the amount of which is to be determined by the National Book Council.

Exhibitors representing organisations of a political or religious agenda must not distribute any promotional material outside of their designated area, i.e. the stand that was allocated to them. Soliciting visitors in the common areas and the areas immediately outside the main doors and gates is also strictly prohibited. Failure to comply with this condition would cause the exhibitor to be ineligible for participation in future editions of the Festival.

Payment for stands should be made against the application or by 20 September 2020.

Exhibitors are agreeing to the above rules and regulations when signing and submitting this application. Any decisions made by the National Book Council are binding and final.

Opening hours:

Wednesday 11/11 - 9:00-13:00; 17:30-21:30

Thursday 12/11 - 9:00-13:00; 17:30-21:30

Friday 13/11 - 9:00-13:00; 17:30-22:00

Saturday 14/11 - 9:30-22:30

Sunday 15/11 - 9:30-21:30

Please provide a sample of books to be exhibited at your stand with their title,

author and ISBN number:

5) Activities and Events

Please list any activities that the exhibitor proposes to hold during the *Malta Book Festival 2020* at MCC in the spaces as provided and allocated by the NBC or at the exhibitor's own stand (please provide a separate sheet if needed):

Event Name	Event Description	Preferred time and day

Signature:

Date: _____

All applications are to be sent via email to Mr. Michael Mercieca on michael.mercieca@gov.mt

OR by post on this address:

Malta Book Festival 2020,
National Book Council
Central Public Library
Prof. J. Mangion Street
Floriana, FRN 1800
MALTA

Deadline: Friday 14 August 2020 noon (12pm)

(early applications may be given preference in the programme of events)