



Malta Book Festival 2021
3-7 NOV – MFCC, Ta' Qali

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:

URL:

Type of Exhibitor:

V.A.T. number:

Category 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 2021* must necessarily fall under one of the following categories in order to participate:

1. Publisher

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

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.

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.

4. Academic and/or Educational Institution

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

5. Public Institution

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

6. Book Distributor/Seller

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

7. Other Entities

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

8. Self-published Author

Authors that publish and/or sell books independently (applications for this type of exhibitors shall only be accepted if a table in the allocated space is still available at the time of receiving the application).

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) Category of Stand and Fees

Stand Category A

Size: Six metres back and four metres side

Includes:

- Three chairs
- Name Sign
- Two 13amp sockets
- Three 75watt spotlights
- Carpeting

Select from the options below according to your needs:

- Twenty-eight metres of shelving adjustable to client's requirements
- One desk with locked drawer

OR

- 1 book display table
or
- 2 book display tables
or
- 3 book display tables

Fee: ~~€460~~ €322

Stand Category B

Size: Nine metres back and four metres side

Includes:

- Four chairs
- Name sign
- Three 13amp sockets
- Four 75watt spotlights
- Carpeting

Select from the options below according to your needs:

- Forty-four metres of shelving adjustable to client's requirements
- Two desks with locked drawer

OR

- 1 book display table
or
- 2 book display tables
or
- 3 book display tables
or
- 4 book display tables

Fee: ~~€700~~ €490

Stand Category C

Size: Twelve metres back and four metres side

Includes:

- Five Chairs
- Name Sign
- Four 13amp sockets
- Eight 75watt spotlights
- Carpeting

Select from the options below according to your needs:

- Fifty-six metres of shelving adjustable to client's requirements
- Three desks with locked drawer

OR

- 1 book display table
or
- 2 book display tables
or
- 3 book display tables
or
- 4 book display tables
or
- 5 book display tables

Fee: ~~€910~~ €637

Stand Category D

Size: Fifteen metres back and four metres side

Includes:

- Five Chairs
- Name Sign
- Four 13amp sockets
- Eight 75watt spotlights
- Carpeting

Select from the options below according to your needs:

- Fifty-six metres of shelving adjustable to client's requirements
- Three desks with locked drawer

OR

- 1 book display table
or
- 2 book display tables
or
- 3 book display tables
or
- 4 book display tables
or
- 5 book display tables
or
- 6 book display tables

Fee: ~~€1,150~~ €805

Stand Category E

Custom Stands making use of own furniture and shelving. The fee will be negotiated by the National Book Council based on requirements and stand size.

Indicate the size of the custom stand:

- Six metres back and four metres side
- Nine metres back and four metres side
- Twelve metres back and four metres side
- Fifteen metres back and four metres side

Category F - display table

Use of one table in a pre-assigned exhibition area (for self-published authors only). Please note that in order to sell your books you need to have a VAT number and provide a fiscal VAT receipt to every customer purchasing your book/s. For this category, no storage is allowed and tables need to be cleared at close of day every day.

Select from the options below according to your needs to book your table for the required dates (opening hours will be found in section 4 in this document):

- Wednesday 3 November
- Thursday 4 November
- Friday 5 November
- Saturday 6 November
- Sunday 7 November

No Fee applicable

4) Payment

Payment for stands should be made against the application or by 20 September 2021.

Fee Waiver: A full fee waiver applies to the following entities: NGOs related to the book Industry (exhibitor type 3) and self-published authors (exhibitor type 8).

- I agree to pay € _____ by 20 September 2021
- My stand fee is waived: exhibitor type _____

Payment can be done by cheque addressed to **National Book Council** and posted or delivered to:

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

or by bank transfer to:
National Book Council bank a/c with Bank of Valletta p.l.c.
IBAN number : MT05VALL22013000000040025234471

5) Exhibitors' Media Refund Scheme

Exhibitors at the 2021 Malta Book Festival may request a full refund on the application fee if they opt to register for the Exhibitors' Media Refund Scheme and fulfill the conditions below.

Terms and conditions:

The Exhibitors' Media Refund Scheme is organised by the National Book Council in a bid to promote the Malta Book Festival to a wider audience through the advertising and promotion in the local press of each exhibitor's events, books and/or participation at the Book Festival.

The Scheme gives registered exhibitors the opportunity to receive a refund of the application fee (equal to the value of the type of stand/s opted for) against the presentation of printed copies and receipts of adverts/sponsored articles, online or in print, in the local press, amounting to a value equal or above the cost of the application fee; for example, an exhibitor booking Stand Category A (value €460) will need to present receipts of a total value of €460 or above in order to be eligible for a refund of the application fee.

The adverts or promotional material will need to carry the Malta Book Festival 2021 logo and mention the Festival's dates (3-7 November 2021). The promotion in the local press should be carried out in the months and weeks preceding the 2021 Malta Book Festival by no later than 7 November 2021.

No other promotion relating to setting up of the stand, nor promotion that is not done in the local press (i.e. Facebook or other social media promotion, unless done in conjunction with local press) may qualify for the refund.

- I opt for the Exhibitors' Media Refund Scheme.
- I do not opt for the Exhibitors' Media Refund Scheme.

6) 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. All stands will be on the same floor plan
- B. Prioritisation is made to stands that bring their own shelving and furniture. These stands may be allocated open side stands, 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.

7) 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. Empty boxes and trash are the responsibility of each exhibitor and cannot be disposed of in corridors and common areas, but the skips placed in strategic areas should be used.

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 their 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 MFCC by Monday 8 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.

Exhibitors are agreeing to the above rules and regulations when signing and submitting this application and to process the application fee payment on or by 20 September 2021. Any decisions made by the National Book Council are binding and final.

Opening hours:

Wednesday 3/11 - 9:00-13:00; 17:30-21:30

Thursday 4/11 - 9:00-13:00; 17:30-21:30

Friday 5/11 - 9:00-13:00; 17:30-22:00

Saturday 6/11 - 9:30-22:30

Sunday 7/11 - 9:30-20:00

8) Books to be displayed

Please provide a sample of book titles to be exhibited at your stand with their author and ISBN number:

9) Activities and Events

Please list any activities that the exhibitor proposes to hold during the *Malta Book Festival 2021* at MFCC activity areas or at the exhibitor's own stand.

I opt to send the list of events at my stand by 31 August.

The list of events to be held at the publisher's stand can be sent by 31 August via email to matthew.borg@ktieb.org.mt, complete with a title, a description in English and Maltese, the participants' names, time slot and dates.

- I will not organise any events.
- I opt to book the following slots for events to be held in the space as provided and allocated by the NBC. The list (complete with description in English and Maltese, participants names, and dates) must be provided within this application:

Event Name	Event Description	Preferred time and day

Signature: _____

Date:

If you opt to send this application by post, you may send it to:

Simona Cassano
 MBF21 - National Book Council
 Central Public Library
 Prof. J. Mangion Street
 Floriana, FRN 1800
 MALTA

Deadline: 9 August 2021

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