



Malta Book Festival 2022
23-27 NOV – MFCC, Ta' Qali

Exhibitors' Application Form with Rules and Regulations

Name and 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 2022* 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. NGOs benefit from a fee waiver on their stand.

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 space is still available at the time of receiving the application). Self-published authors benefit from a fee waiver on their Category F stands.

9. Sponsor

Entities, groups, associations, publishers or other individuals that are sponsors of one or more Malta Book Festival 2022-related initiatives (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). Sponsors benefit from a fee waiver on their stand.

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

The stand-build costs are subsidized for exhibitors by 75% by the National Book Council.

Stand Category A - 6m x 4m

Includes:

- Three foldable chairs
- Fascia with company name and logo
- One 4-in-line 13 amp socket
- Three 30 watt LED Light
- Carpeting

Select from the options below according to your needs:

- Twenty-eight metres of shelving adjustable to client's requirements
- One cashpoint counter (W: 100cm, H: 100cm, D: 50cm)

OR

- 1 Table (W: 122cm, H: 70cm, D: 60cm)
or
- 2 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 3 Tables (W: 122cm, H: 70cm, D: 60cm)

Fee: €1,008 €252

Stand Category B - 9m x 4m

Includes:

- Four foldable chairs
- Fascia with company name and logo
- Two 4-in-line 13 amp socket
- Four 30 watt LED Lights
- Carpeting

Select from the options below according to your needs:

- Forty-four metres of shelving adjustable to client's requirements
- Two cashpoint counters (W: 100cm, H: 100cm, D: 50cm)

OR

- 1 Table (W: 122cm, H: 70cm, D: 60cm)
or
- 2 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 3 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 4 Tables (W: 122cm, H: 70cm, D: 60cm)

Fee: €1,512 €378

Stand Category C - 12m x 4m

Includes:

- Five foldable chairs
- Fascia with company name and logo
- Three 4-in-line 13 amp socket
- Five 30 watt LED Lights
- Carpeting

Select from the options below according to your needs:

- Fifty-six metres of shelving adjustable to client's requirements
- Three cashpoint counters (W: 100cm, H: 100cm, D: 50cm)

OR

- 1 Table (W: 122cm, H: 70cm, D: 60cm)
or
- 2 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 3 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 4 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 5 Tables (W: 122cm, H: 70cm, D: 60cm)

Fee: ~~€2,016~~ €504

Stand Category D - 15m x 4m

Includes:

- Five foldable chairs
- Fascia with company name and logo
- Three 4-in-line 13 amp socket
- Six 30 watt LED Lights
- Carpeting

Select from the options below according to your needs:

- Fifty-six metres of shelving adjustable to client's requirements
- Three cashpoint counter (W: 100cm, H: 100cm, D: 50cm)

OR

- 1 Table (W: 122cm, H: 70cm, D: 60cm)
or
- 2 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 3 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 4 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 5 Tables (W: 122cm, H: 70cm, D: 60cm)
or
- 6 Tables (W: 122cm, H: 70cm, D: 60cm)

Fee: ~~€2,520~~ €630

Stand Category E - Custom stands

Optional sizes as per stands above, or other (6mx4m, 9mx4m, 12mx4m, 15mx4m)

Custom Stands make use of own furniture and shelving - the stand shell includes the following standard items:

- Three 4-in-line 13 amp sockets
- 30 watt LED Lights (According to stand size)
- Wall paneling
- Carpeting
- Fascia

All stands can make use of customizations and other rentals such as:

- Shelves
- Small Lockable counters
- Large counters

Upon quotation request:

- Printing of Posters, PVC (Counter Fronts), Fabric (Large Prints) & Vinyl stickers, Others
- Bistro Tables
- Stools
- Custom counters
- Custom-made panelling
- TV Rentals
- Plinths
- Trussing
- Other furniture per request (Subject to availability)

The fee for the shell stand space is ~~€42/sqm~~ €10.5/sqm.

Stand Category F - 1.5m x 2m (Self-published authors)

Use of one stand space for self-published authors only with no shelves, one small counter and a 90cm x 100cm customisable print.

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. Only minimal storage is allowed.

The applicant must commit to man the stand space at all times, and to provide the public with stand manning hours. Then NBC will not be held responsible for any books or personal belongings left unattended.

No fee applicable.

4) Payment

Payment for stands should be made against the application or by 20 September 2022.

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 2022

- My stand fee is waived: Exhibitor type _____
A full fee waiver applies to the following entities: NGOs related to the book Industry (Exhibitor type 3), Self-published authors (Exhibitor type 8) and Sponsors (Exhibitor type 9)

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

*National Book Council
Bice Mizzi Vassallo Complex
Arnhem Road
Pembroke PBK1776
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 2022 Malta Book Festival may request a full or partial (50% minimum) 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 full or partial (50% minimum) refund of the application fee against the presentation of printed copies and receipts of adverts/sponsored articles, online or in print, in the local press or social media (only with paid Facebook ad campaigns or post boosts that can be verified have an invoice/receipt attached to them). For example, an exhibitor booking Stand Category A (Fee €252) will need to present receipts of a minimum total value of €126 (50% of Fee) or above in order to be eligible for a full or partial refund of the application fee. Refunds are provided against the presentation of official invoice/receipt and proof of the advertisement.

These must be sent to **Mr Michael Mercieca** on michael.mercieca@gov.mt. The deadline to send the NBC the receipts related to this media scheme and proof of the adverts/sponsored articles is 10 December. No extensions will be granted.

The adverts or promotional material will need to carry the Malta Book Festival 2022 logo and mention the Festival's dates (23-27 November 2022). **The promotion in the local press or social media should be carried out in the months and weeks preceding the 2022 Malta Book Festival by no later than 27 November 2022.**

No other promotion relating to setting up of the stand, graphic design, or promotion that is not done in the local press or social media 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.

High-power appliances will need to be pre-approved.

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 29 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 2022. Any decisions made by the National Book Council are **binding and final**.*

Opening hours:

| | |
|-----------------|-------------------------|
| Wednesday 23/11 | 9:00-13:00; 17:00-21:00 |
| Thursday 24/11 | 9:00-13:00; 17:00-21:00 |
| Friday 25/11 | 9:00-13:00; 17:00-22:00 |
| Saturday 26/11 | 9:30-22:00 |
| Sunday 27/11 | 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 2022* 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. Failure to provide these details will result in the event not being listed in the MBF22 programme of events.

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 draft list 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:

Michael Mercieca
MBF22 - National Book Council
Bice Mizzi Vassallo Complex
Arnhem Road
Pembroke PBK1776
MALTA

Deadline: 24 June 2022

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