



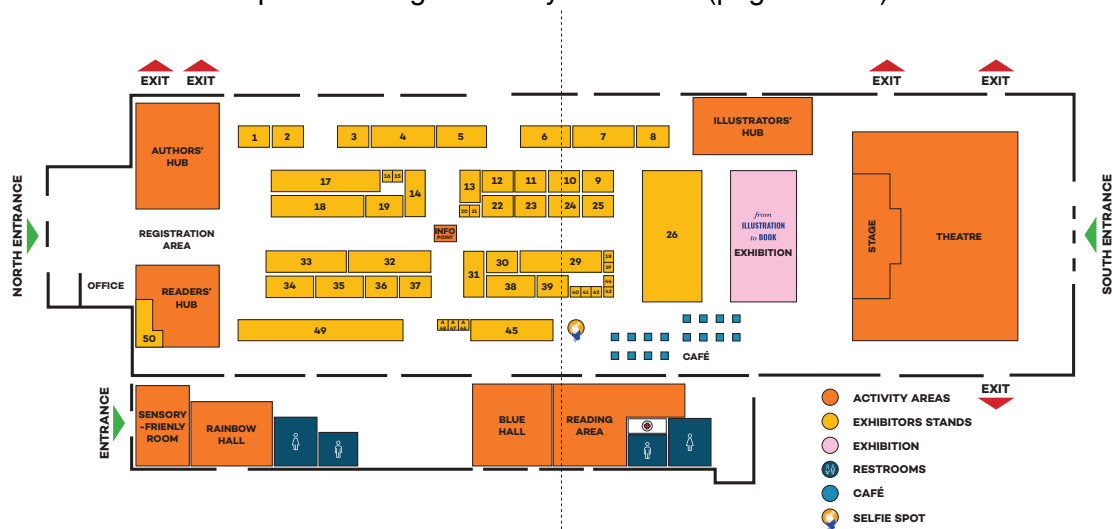
1 November 2022

Instructions for Exhibitors – please read carefully and [fill out the form](#).

Dear Participant,

Here are some notes to guide you in your preparations for the Malta Book Festival 2022:

- Here is the **site map of the MBF 2022**. Please note that no changes will be possible to the position of your stand. A signposting system is in place for people to navigate through the Book Festival and the different locations of the events, and the map is included in the programme of events available on our website, so you may zoom in and use the map as an image should you need to (pages 52-53).



2022 EXHIBITORS 2022	
1 EDE BOOKS/KIXOTT	14 WIKIMEDIA COMMUNITY MALTA
2 KOTBA CALLEJA	15 SANDRA HILI VASSALLO
3 L-GHAQDA TAL-MALTI - UNIVERSITÀ / INIZJAMED	16 RITA ANTOINETTE BORG (ENCHANTED GROVE PUBLISHING)
4 FARAXA PUBLISHING	17 MERLIN LIBRARY
5 MALTA UNIVERSITY PRESS	18 KLABB KOTBA MALTIN /MIDSEA BOOKS LTD
6 BOOKENDS	19 KLABB KOTBA MALTIN /MIDSEA BOOKS DISCOUNTS
7 MELI BOOKSHOP	20 MALTA GUIDE DOGS FOUNDATION
8 ARTS COUNCIL MALTA	21 CARL THOMAS TONNA
9 GERMAN-MALTESE CIRCLE/ UOM-DEPARTMENT OF GERMAN	22 KUNSILL LOKALI MELLIEHA
10 KIWI PUBLICATIONS	23 WIRT IZ-ZEJTUN
11 INFINITY BOOKS	24 PREGA BOOKSHOP
12 DAR CAMILLERI	25 FONDAZZJONI SAGHTAR
13 INFOMEDIAWORKS LTD	
26 BOOK DISTRIBUTORS LTD	39 AHMADIYYA MUSLIM JAMAAT
27 NICOLA KEARNS	40 WILLIAM MARTIN (FRECKLED COLOR)
28 FABRIZIO ELLUL (FILFLA STUDIO)	41 RICKY CARUANA
29 ISTITUTO ITALIANO DI CULTURA LA VALLETTA	42 JOSEPH P SMITH - PHOTOGRAPHER
30 DEER PUBLICATIONS	43 RACHAEL HOLLOWEY
31 HERITAGE MALTA	44 JOSEPH GRECH
32 KITE GROUP	45 PANDORA BOOKS
33 HORIZONS	46 ALFRED SANT (QUINQUE)
34 MALTA LIBRARIES	47 PAULJON AQUILINA
35 SKS PUBLISHERS	48 NARCY AND PETER CALAMATTA (ZARARTI MALTA CULTURAL ASSOCIATION)
36 THE FRIENDS OF THE NATIONAL ARCHIVES OF MALTA	49 AGENDA BOOKSHOP
37 NATIONAL LITERACY AGENCY	50 ENERGY AND WATER AGENCY
38 RELIGJON U HALJJA - ĊAK	

- SETTING UP:** You may start arranging your exhibits and books on your stand as from **Tuesday 22 November 2022 starting at 8 am until 6 pm the same day**, as the Opening Ceremony will commence at 7 pm, so all stands need to be set up and the hall (including corridors) cleared by then. No handling of boxes will be allowed while the event is taking place (7-9 pm).

NOTE: MFCC asked to please **flatten the boxes after you unload the books** and proceed to **use the skips provided at the far end of South Entrance (Theatre side)**. Please refer to the MBF 2022 regulations and possible fines when contravening this (refer to the application form you signed at the time of booking). **It is strictly forbidden, for health and safety reasons, to store boxes behind the stand panels where the electrical equipment is located.**

STORAGE SPACE: There will be 5 lockable storage rooms for exhibitors to share. These will be allocated on a **first-come-first served basis** and will be used at your own risk - you will be responsible for the storage room keys. Storage room space can be booked on Tuesday 22 November at the NBC office at the MFCC during setting up time.

- OPENING HOURS: Festival opening hours are as follows.** Please note that on Sunday 27 November the Festival closing time is 8 pm. **At no time stands should be left unmanned.**

23-27 NOVEMBER
MALTA FAIRS & CONVENTIONS CENTRE (MFCC)
2022

the Malta BOOK Festival

WEDNESDAY 23
9:00-13:00 / 17:00-21:00

THURSDAY 24
9:00-13:00 / 17:00-21:00

FRIDAY 25
9:00-13:00 / 17:00-22:00

SATURDAY 26
9:30-22:00

SUNDAY 27
9:30-20:00

ktieb.org.mt

IL-KUNSILL NAZZJONALI TAL-KTIEB

MALTA BOOK FESTIVAL 2022

GOVERNMENT OF MALTA
MINISTRY FOR EDUCATION
SPORT, YOUTH, RESEARCH
AND INNOVATION

4. **SETTING UP: Exhibitors are to use the South Entrance for unloading during set up.** If you have special arrangements for your stand with the contractor, please contact them directly to arrange for unloading and setting up. This year's contractor is Zaffarese Ltd. You can contact them on: admin@zaffarese.com (Thomas) and carlo@zaffarese.com (Carlo) - 79767624.
5. **POWER SUPPLY:** You will have power supply points with four sockets, but please **make sure you bring your own extensions should you need to use more than four plugs.**
6. **PARKING:** Please note you are only allocated **ONE reserved parking space INSIDE the MFCC.** There is plenty of space in the Ta' Qali Parks car park near the North entrance.
7. **SCHOOL VISITS: School visits** are in two slots, on Wednesday 23, Thursday 24 and Friday 25 November. The **school visits are organised at 9:00 am and 11 am.** This is meant to streamline the flow of people and ease book-browsing and payment process. The venue will still be open to the general public in the mornings.
8. Please be reminded that **during school visits only age-appropriate books should be displayed and sold to minors.** Please refer to MBF 2022 regulations and possible fines in the application form you signed at the time of booking.
9. **VOUCHERS AND APP:** This year **school vouchers can be used only in person throughout the opening hours of the Festival** (see point 3). You will be sent an instructions manual to learn how to use the system and the voucher web-app correctly (it is the same as last year).
10. **INTERNET: Free wifi** will be available in all halls. Should you need to have wired internet, please note this comes at an extra cost. Kindly contact us should you need to have a cabled connection.
11. **SECURITY:** As usual, **security** will be provided when the halls are closed to the public. Please take note of the timings below and be informed that **unless you make a special request to MBF team/security on a case-by-case basis, they will not allow unloading of books from Wednesday to Friday between 1-5 pm.**
12. **DISMANTLING:** please note that you will be required to dismantle **as of 8 pm on Sunday 27 November.** All books should be packed in boxes by Sunday evening. If you are not taking the boxes with you on Sunday evening, please note that all boxes should be left **in front of your stand (possibly palletted) and strictly taken out by Monday 28 November** as the contractors will start dismantling at 6 am on the day.

Please refrain from dismantling before close of business on Sunday 27 November.
13. **EVENTS:** Each exhibitor is responsible for the promotion of their events and registration of the general public. Event descriptions were published as per details provided and were added to the 'event details' in the programme of events at: <https://>

ktieb.org.mt/the-2022-malta-book-festival/. **Make sure you take note** of your event date, time and hall, as some of them have been adjusted for correct programming purposes. **Please note that these (event date, time and hall) are final.**

You can find below a link to download all the event banners used in the online programme of events, for you to create event pages on your social media. You may add the **Malta Book Festival 2022 page as cohost** for further promotion of the event programme: <https://www.facebook.com/maltabookfestival>.

EVENT BANNERS LINK: https://drive.google.com/drive/folders/1gl5rDaKpBv3xleb4tv616OiEBaR4r3JP?usp=share_link

Instructions for Exhibitors & Declaration Form, including the booking of parking permits and the Vouchers Web-app Accounts and user information can be found here. <https://forms.gle/UipzhZkhraJcMGj7>. **Please fill out this form by Tuesday 8 November.**

We take this opportunity to wish you all the best for a successful Malta Book Festival 2021 - The Bookshop Edition.

Kind regards,

The MBF 2022 team and Mark Camilleri (NBC Executive Chairperson)