



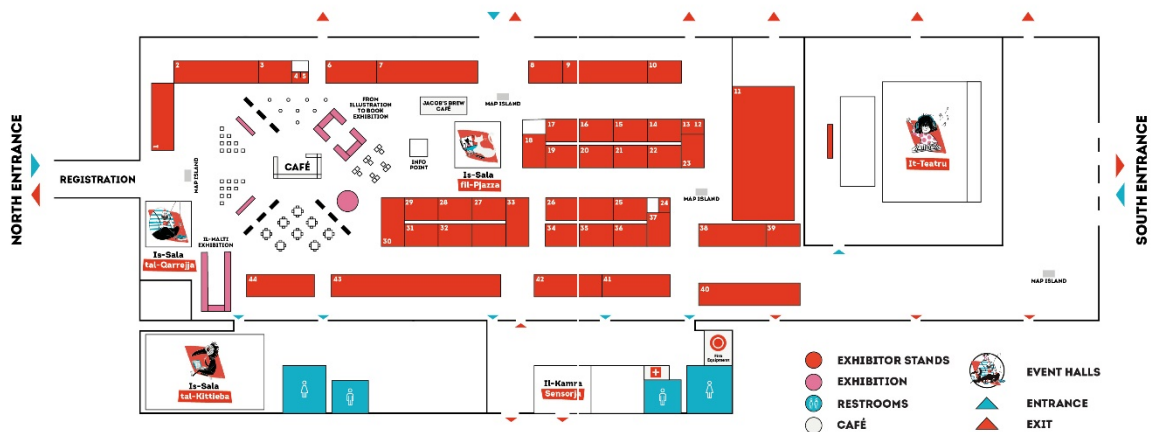
2 October 2023

**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 2023:

- MAP:** Below, please find the site map of the MBF 2023. 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



MALTA BOOK FESTIVAL 2023 Exhibitors	
1	Horizons
2	Klabb Kotba Maltin
3	Midea Books
4	Joseph P. Smith Photographer
5	The Little Island that was - Lara Bezzina
6	SKS Publishers
7	Merlin Library
8	German-Maltese Circle / Dept. of German, UM
9	Istituto Italiano di Cultura
10	The French Corner
11	BDL Books
12	Inanna Publishers
13	Ricky Caruana
14	Deer Publications
15	Mallia & D'Amato Bookshelf Curators
16	Wirt il-Żejtun
17	Mellieha Local Council
18	Wikimedia Community Malta
19	Librerija Preca
20	Asight Publications
21	Bonfirraro Editore
22	Wise Owl Publications
23	Service Dogs Malta Foundation
24	Martin Baron
25	Gemma
26	L-Aġenzja Nazzjonali tal-Litterizmu
27	Ministry for Inclusion, Voluntary Organisations and Consumer Rights
28	Arts Council Malta
29	Kotba Calleja
30	Malta Libraries
31	EDE Books / Kixott
32	Heritage Malta Publishing
33	The National Archives of Malta
34	Fondazzjoni Sagħtar
35	Ghaqda tal-Malti - Università
36	uXBT ltd
37	Ahmadiyya Muslim Jamaat
38	Meli Bookshop
39	Jens C. Bädinger
40	Pandora Books
41	Bookends
42	Kite Group
43	Agenda Bookshop
44	Faraxa Publishing

the events, and the map is included on our website, so you may zoom in and use the map as an image should you need to.

2. **OPENING HOURS:** Festival opening hours are as follows. Please note that on Sunday 22 October the Festival closing time is 8 pm. At no time stands should be left unmanned.



3. **SETTING UP:** You may start arranging your exhibits and books on your stand as from Monday 16 October 2023: from 10 am onwards for 12 metres and over stands (Agenda Bookshop, Horizons, Merlin Library and BDL) and from 2 pm onwards for the rest of the exhibitors.

The Opening Ceremony will take place on Tuesday 17 October at 7 pm, so all stands need to be set up and the hall (including corridors) cleared by 4 pm. No handling of boxes will be allowed while the event is taking place (7-9 pm).

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](mailto:admin@zaffarese.com) (Thomas) and [carlo@zaffarese.com](mailto:carlo@zaffarese.com) (Carlo) - 79767624.

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 2023 regulations in APPENDIX 1 below, 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.

4. **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 17 October at the NBC office at the MFCC during setting up time.
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 that each exhibitor is 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. Exhibitors with large stands (12 metres and over) are entitled to one additional parking space inside MFCC upon request. Kindly fill in the booking form linked above.
7. **SCHOOL VISITS:** School visits are in two slots, on Wednesday 18, Thursday 19 and Friday 20 October. The school visits are scheduled for 9:00 am and 11 am, plus an extra intake of book-browsing only students checking in at 10 am. This is meant to streamline the flow of people and ease book-browsing and payment process. The festival will still be open to the general public in the mornings.

**Please be reminded that during school visits only age-appropriate books should be displayed and sold to minors.** Please refer to MBF 2023 regulations and possible fines in the application form you signed at the time of booking.

8. **VOUCHERS AND APP:** School vouchers can be used only in person throughout the opening hours of the Festival (see point 3). Exhibitors who will be selling books at their stand will be sent an instructions manual to learn how to use the system and the voucher web-app correctly (same as last year). Mr Andrew Ricca ([andrew.ricca@ktieb.org.mt](mailto:andrew.ricca@ktieb.org.mt)) is your point of contact should you need any assistance regarding the app. **Vouchers must be collected and scanned immediately.**
9. **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.
10. **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.

11. **DISMANTLING:** Please note that you will be required to dismantle as of 8 pm on Sunday 22 October. 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 23 October by 12 pm (noon) latest as the contractors will start dismantling at 6 am on the day.

Please refrain from dismantling before close of business on Sunday 22 October.

12. **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/en/the-2023-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 details (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 page as cohost for further promotion of the event programme: <https://www.facebook.com/maltabookfestival>.

EVENT BANNERS & PRESS KIT LINK: <https://drive.google.com/drive/folders/1Hx7q0e7jEwVwG7V708souno9pDufIJgA>

13. **MEDIA REFUND SCHEME:**

The Exhibitors' Media Refund 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 and have an invoice/receipt attached to them).

For example, an exhibitor who has booked Stand Category A (Fee €270) will need to present receipts of a minimum total value of €135 (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 National Book Council the receipts related to this media scheme and proof of the adverts/sponsored articles is 30 November 2023. No extensions will be granted.

The adverts or promotional material will need to carry the Malta Book Festival 2023 logo (included in the press kit) and mention the Festival's dates (18-22 October 2023). The promotion in the local press or social media should be carried out in the months and weeks preceding the 2023 Malta Book Festival, and by no later than 22 October 2023. No other promotion relating to setting up of the stand, graphic design, or promotion that is not done in the local press or as a social media boosted

ad may qualify for the refund. Apply for the Media Refund Scheme via the link below.

Instructions for Exhibitors & Declaration Form, including the booking of parking permits can be found [here](#). **Please fill out this form by Thursday 5 October 2023 at 12 pm (noon).**

Should you need any clarifications, feel free to contact Jasmine on [jasmine-alexandra.bajada@gov.mt](mailto:jasmine-alexandra.bajada@gov.mt)

We take this opportunity to wish you all the best for a successful Malta Book Festival 2023.

Kind regards,

The MBF 2023 team

## APPENDIX 1

### 7) Further Conditions and Regulations

7.1 Exhibitors are not allowed to move tables and/or furniture outside of their allocated and designated stand space. If an exhibitor breaches this clause, the National Book Council shall have the power to immediately evict the exhibitor from the Malta Book Festival, and the exhibitor shall be liable to effect payment to the National Book Council of a penalty amounting to €1,000.

7.2 No exhibitor is allowed to hand out age-inappropriate or book-unrelated promotional flyers to minors attending the festival. If an exhibitor breaches this clause, the exhibitor shall be liable to effect payment to the National Book Council of a penalty amounting to €1,000.

7.3 Exhibitors are obliged to display and 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 Malta Book Festival, and the exhibitor shall be liable to pay the National Book Council a penalty for such non-compliance amounting to €1,000.

7.4 Only minimal storage is allowed as may be approved by the National Book Council. Exhibitors are required and obliged to remove any empty boxes and trash from their stands and common areas after setting up their stand and before the start of the Malta Book Festival. Empty boxes and trash are the responsibility of each exhibitor and cannot be retained or disposed of in its stand or in corridors and common areas. Skips and/or rooms in strategic areas should be used to store or dispose of such material, as further instructed by the National Book Council. Should the National Book Council clear and/or dispose of any empty boxes or trash retained or placed by an exhibitor in breach of this clause, the National Book Council shall charge the relevant exhibitor a fee for cleaning services at the rate of €15 (exclusive of value added tax) per hour of time spent by the National Book Council (or any of its employees, agents or contractors) in clearing and/or disposing of any such empty boxes or trash.

7.5 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 in writing by the National Book Council.

7.6 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 and prior written approval** of the National Book Council.

7.7 Exhibitors can only use sound systems, electronic devices emitting sound or any musical instrument played live on their stands, if prior written permission is granted by the National Book Council or otherwise if so stipulated by the National Book Council's official programme of events, and subject to such terms and conditions as the National Book Council may deem fit to prescribe for such purposes, but provided that neighbouring

stands and activities are not disrupted. An exhibitor that breaches the provisions of this clause shall be liable to pay to the National Book Council a penalty amounting to €1,000.

7.8 Exhibitors who sign this form, but fail to fill their stand with their books and stock, and/or throughout the Malta Book Festival fail to attend to their stand, and/or be present at their stand during the opening hours of the Malta Book Festival, shall be liable to a penalty amounting to €1,000 and payable to the National Book Council.

7.9 On Sunday 22 October, exhibitors can dismantle their stand starting at 8 pm. They are required to pack all books in boxes and leave them in the corridor by their stand. If they are unable to remove them on the same day, they may pick them up by Monday 23 October by 12 noon. Any exhibitor failing to remove all of its items from the MFCC by Monday 23 October at 12 noon shall be liable to a penalty of €1,000 which shall be payable to the National Book Council.

7.10 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.

7.11 By signing this form, the exhibitor hereby agrees to indemnify and hold harmless the National Book Council from and against any and all claims, demands, actions, damages, liabilities, losses, costs, and expenses (including reasonable attorneys' fees and expenses) (hereinafter referred to collectively as the "Claims"), which may be brought against or incurred by the National Book Council, arising out of or in connection with the exhibitor's participation at the Malta Book Festival. The indemnity provided under this Clause shall apply to any type of Claim, including but not limited to any claim for personal injury, property damage, copyright or other intellectual property right infringement, or any other claim arising out of or in connection with the exhibitor's participation at the Malta Book Festival. The exhibitor's obligation to indemnify and hold harmless the National Book Council under this Clause shall survive the end of the Malta Book Festival or the earlier termination of the exhibitor's participation at the Malta Book Festival (as the case may be). This indemnity shall be binding upon the exhibitor, and shall inure to the benefit of the National Book Council, and their respective successors and assigns.

7.12 By completing, signing and submitting this application, each exhibitor hereby agrees to and accepts all the rules, regulations and obligations prescribed herein, and to process the application fee payment on or by 30 June, 2023. Each exhibitor further agrees to act in accordance with any and all decisions and/or instructions that may be made and/or issued by the National Book Council in relation to the Malta Book Festival and the participation of each exhibitor in the Malta Book Festival. All decisions and/or instructions made and/or issued by the National Book Council in relation to each application are **binding and final**.

7.13 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, unless you are exempt from having a VAT number and charging VAT.

7.14 The exhibitor shall man the stand space at all times, and shall provide the public with stand manning hours. The National Book Council will not be held responsible for any books or personal belongings left unattended by the exhibitor.

7.15 This form shall be governed by and construed in accordance with the laws of Malta. The courts of Malta shall have exclusive jurisdiction to determine and decide on any dispute that may arise in relation to this form.