



Malta Book Festival 2024 6-10 November

*The **deadline to submit applications is 14 June 2024**, and early applications may be given preference in the programme of events.*

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:

.....

.....

Registration or other Identification number of Entity/Company:

.....

VAT Number:

Type of Exhibitor (see section 1 below):.....

Category of Stand (see section 2 below):

Indicate Size of Stand if Booking for Category E

Details of person responsible for the application form process:

Phone and/or Mobile:

E-mail:

Details to appear on the Exhibitors pages of the MBF programme:

Phone and/or Mobile:

E-mail:

Website URL:

Entity/Company profile description (max. 100 words, to appear on the Exhibitors pages of the MBF programme):

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1) Type of Exhibitor

The Malta Book Festival is an event organised by the National Book Council in a bid to encourage the reading, selling and buying 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.**

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”.

Exhibitors at the Malta Book Festival 2024 must necessarily fall under one of the following categories in order to participate:

i. Publisher

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

ii. Book Industry Professional

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

iii. 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**, which by default is a

Category A stand as described below, **upon application and submission of a VO number.**

iv. Academic and/or Educational Institution

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

v. Public Institution

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

vi. Book Distributor/Seller

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

vii. Other Entities

Entities and groups that publish and/or sell books related to their entities (applications for this type of exhibitor shall only be accepted subject to availability after spaces are allocated to all other types of exhibitors).

viii. Self-published Author

Authors that publish and/or sell books independently (applications for this type of exhibitor shall only be accepted subject to availability of space at the time of receiving the application). Self-published authors are assigned Category F stands for a nominal fee of €50.

ix. Sponsor

Entities, groups, associations, publishers or other individuals that are sponsors of one or more Malta Book Festival 2024-related initiatives (application for this type of exhibitor shall only be accepted subject to availability after spaces are allocated to all other types of exhibitors). Sponsors benefit from a fee waiver on their stand.

2) Category of Stand and Fees

Each exhibitor shall pay a fee to the National Book Council for the allocation and use of a stand.

The fee payable for each stand category, and the items that are included in the fee for each stand category, are described in the following provisions of this clause 2.

The National Book Council subsidises the fees for Stand Categories A, B, C, D and E by 75%, such that all fees for these Stand Categories are discounted by the National Book Council as described in further detail below. The fee for Stand Category F is a fixed fee as described in further detail below.

Stand Category A - 6m x 4m footprint

The Stand Category A package includes the following items only:

- Up to twenty-eight metres of shelving adjustable to client's requirements (amount of shelving to be discussed with the National Book Council after application stage)
- One cashpoint counter with lockable space (D: 100cm, W: 50cm) and 2 stools
- 1 Display Counter (D: 100cm, W: 100cm)
- Three foldable chairs
- Fascia with company name and logo
- One 4-in-line 13 amp socket
- Three 30 watt LED Light

- Carpeting
- Fee: €1235 €309**

Stand Category B - 9m x 4m footprint

The Stand Category B package includes the following items only:

- Up to forty-four metres of shelving adjustable to client's requirements (amount of shelving to be discussed with the National Book Council after application stage)
- One cashpoint counter with lockable space (D: 100cm, W: 50cm) and 2 stools
- 2 Display Counters (D: 100cm, W: 100cm)
- Four foldable chairs
- Fascia with company name and logo
- Two 4-in-line 13 amp socket
- Four 30 watt LED Lights
- Carpeting

Fee: €1852 €463

Stand Category C - 12m x 4m footprint

The Stand Category C package includes the following items only:

- Up to fifty-six metres of shelving adjustable to client's requirements (amount of shelving to be discussed with the National Book Council after application stage)
- One cashpoint counter with lockable space (D: 100cm, W: 50cm) and 2 stools
- 3 Display Counters (D: 100cm, W: 100cm)
- Five foldable chairs
- Fascia with company name and logo
- Three 4-in-line 13 amp socket
- Five 30 watt LED Lights
- Carpeting

Fee: €2470 €617

Stand Category D - 15m x 4m footprint

The Stand Category D package includes the following items only:

- Up to fifty-six metres of shelving adjustable to client's requirements (amount of shelving to be discussed with the National Book Council after application stage)
- One cashpoint counter with lockable space (D: 100cm, W: 50cm) and 2 stools
- 4 Display Counters (D: 100cm, W: 100cm)
- Five foldable chairs
- Fascia with company name and logo
- Three 4-in-line 13 amp socket
- Six 30 watt LED Lights
- Carpeting

Fee: €3087 €772

Stand Category E - Custom stands

The Stand Category E package is a package that may be tailored and customised according to an exhibitor's specific needs.

Under this package, an exhibitor may either apply for any one of the standard stand footprints for any of the above mentioned stand categories (i.e. 6mx4m, 9mx4m, 12mx4m, 15mx4m), or may request a different stand footprint.

The fee payable by the exhibitor to the National Book Council for the allocation of a stand footprint space under this stand category is €12/sqm (discounted from €48/sqm). Such fee shall be exclusive of any other fees and costs that may be separately quoted by, and payable to, the National Book Council and/or any other third party in relation to the provision/procurement of any items to the exhibitor other than the stand footprint.

Custom Stands make use of exhibitors' own furniture and shelving as may be procured or ordered by the exhibitor. Under this package, the National Book Council provides the following standard items only:

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

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

- Shelves
- Small Lockable counters
- Display counters

Under this package, an exhibitor may request the National Book Council to issue a fee quote for the provision of the following:

- 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)

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

The Stand Category F package only includes the use of one stand space for self-published authors only with no shelves, one small counter and a 90cm x 100cm customisable print.

Fee: €50

3) Payment

Payment of fees for stands should be made to the National Book Council by 30 June 2024.

Fee Waiver: A full fee waiver applies to the following entities: NGOs related to the book industry (exhibitor type iii), and Sponsors (exhibitor type ix).

I agree to pay € _____ by 30 June 2024.

My stand fee is waived: Exhibitor type _____

Payment can be done preferably by bank transfer to:

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

or cheque payable to **National Book Council** and posted or delivered to:

*National Book Council
Bice Mizzi Vassallo Complex
Arnhem Road
Pembroke PBK1776
Malta*

4) Exhibitors' Media Refund Scheme

Exhibitors at the 2024 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 fulfil 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 and paid ad campaigns or boosting of each exhibitor's events, books and/or participation in 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 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 booking Stand Category A (Fee €309) will need to present receipts of a minimum total value of €154.5 (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 Ms Natalija Ninkovikj on accounts@ktieb.org.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. **No extensions will be granted.**

The adverts or promotional material will need to carry the Malta Book Festival 2024 logo and mention the Festival's dates (6-10 November 2024). **The promotion in the local press or social media should be carried out in the months and weeks preceding the 2024 Malta Book Festival, and by no later than 10 November 2024. An MBF24 media toolkit will be provided to the exhibitor.**

No other promotions related to stand setup, graphic design, or promotion, unless conducted through local press or boosted social media ads, will qualify for a refund.

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

5) Allocation of Stands

Allocation of stands is at the sole discretion of the National Book Council and performed based on the final total footage of all stands applied for and floor map constraints. The decision of the National Book Council relating to the acceptance or refusal of an application by a prospective exhibitor shall be final and shall be communicated by the National Book Council to the relative applicant by no later than 1 July 2024. The National Book Council shall not be bound or otherwise required to provide reasons underlying its decisions in this respect.

6) Activities and Events

Exhibitors are requested to provide a list of any activities or events that they intend to host during the Malta Book Festival 2024 at the activity areas or at their own stand. Failure to provide these details by the date stipulated below will result in the exclusion of the proposed activity or event from the MBF24 programme of events.

The decision regarding the inclusion or exclusion of any proposed activity or event in the MBF24 programme will be made solely at the discretion of the National Book Council. The Council reserves the right to stipulate any terms or instructions deemed necessary for such purposes.

Decisions made by the National Book Council will be final and communicated to the respective applicant no later than 30 August 2024. Additionally, the Council retains sole discretion to reschedule, adjust, or cancel the date and time of any event or activity, provided reasonable written notice is given to the relevant exhibitor.

- EVENT SPACE:** I opt to book the following slots for events to be held in an event space as provided and allocated by the National Book Council. The draft list must be provided within this application:

Event Name	Event Type (with participants and description if available)	Preferred time and day	Forecast number of attendees

If available, please also include the event title and description in Maltese and English; and the participants' names. **The complete list of events to be featured in the programme must be sent by 12 July via email to jasmine-alexa.bajada@gov.mt, and must include:**

- An event title and description in Maltese and English.
 - The participants' names, if available.
 - Preferred time slot/s and date/s.
 - Forecast number of attendees.
- EVENTS AT OWN STAND: I will send the list of events at my stand by 12 July.

The list of events to be held at the publisher's stand must be sent via email to jasmine-alex.bajada@gov.mt, complete with:

- An event title and description in Maltese and English.
 - The participants' names, if available.
 - Preferred time slot/s and date/s.
- I will not organise any events.

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 (VAT excluded) 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.

Food cannot be distributed by any exhibitor unless with **direct and prior written approval** from 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 fail to attend to their stand throughout the Malta Book Festival, 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 10 November, 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 11 November by 12pm (noon). Any exhibitor failing to remove all of its items from the venue by Monday 11 November at 12pm (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 2024. 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 are required 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 is responsible for manning the stand space at all times and must 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.

7.16 The **opening hours** of the Malta Book Festival shall be:

Wednesday 6/11	9:00-13:00; 17:00-21:00
Thursday 7/11	9:00-13:00; 17:00-21:00
Friday 8/11	9:00-13:00; 17:00-22:00
Saturday 9/11	9:30-22:00
Sunday 10/11	9:30-20:00

8) Selected books to be displayed

Please provide a sample of book titles to be exhibited at your stand, along with their authors and ISBN numbers. Please note that should there be any promotion related to book titles in relation to the Malta Book Festival, the titles listed in this section will be used accordingly as representative of your catalogue.

Signature: _____

Date: _____

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

*Michael Mercieca
MBF24 - National Book Council
Bice Mizzi Vassallo Complex
Arnhem Road
Pembroke PBK1776
MALTA*

Deadline: 14 June 2024

(Early applications may be given preference in the programme of events. Timestamps will be recorded).