 **PARTICIPATION AGREEMENT**

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| **Event** | **:** | **Johor Coffee Week 2023** |
| **Venue** | **:** | **Level 1, City Square, Johor Bahru** |
| **Date** | **:** | **16th – 19th March 2023** |

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| **PARTICIPANT’S DETAILS** | | | | | |
| Company Name | : |  | | | |
| Address Line 1 | : |  | | | |
| Address Line 2 | : |  | Postal Code | : |  |
| Contact Person | : |  | | | |
| Designation | : |  | | | |
| Email | : |  | | | |
| Mobile No. | : |  | Office Tel. | : |  |
| Member of MSCA | : | Yes |  No | | | |

**BOOKING DETAILS**

|  |  |  |  |  |  |
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| **OPTION A - BARE SPACE** | | | **OPTION B - STANDARD PACKAGE** | | |
| Display Space | | | **SAMPLE ILLUSTRATION ONLY** | | |
| * **Empty Space Only** Bare Space DOES NOT include booth structure, construction, carpet, furniture, electrical fittings, or any form of fittings. * Exhibitor is responsible for his own booth design constructions, floor coverings and furnishings. Electrical fittings must be ordered from the Official Contractor. * Display Area: 9sqm | | | * Standard package inclusive of 1 x 9sqm needle punch carpet.   1 x wooden booth structure c/w downlight  1 x foamboard signage  1 x long table  1 x folding chair  1 x 13amp power socket | | |
| **Member** | : | RM 7,038/area | **Member** | : | RM 7,866/stall |
| **Non-Member** | : | RM 8,798/area | **Non-Member** | : | RM 9,315/stall |

**OPTION C – SPONSORSHIP**

|  |  |
| --- | --- |
| **Title :** |  |

**TOTAL PAYABLE COST**

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| --- | --- | --- | --- |
| Cost of Space Type | **:** |  |  |
| No. of Stalls(s) | **:** |  |  |
| Total Cost | **:** |  |  |
| Total Cost Payable | **:** |  |  |

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| **Bank Details** | | |
| Name | : | TAC Management Sdn Bhd |
| Bank Name | : | Malayan Banking Berhad |
| Account Number | : | 564146650383 |
| Swift Code | : | MBBEMYKL |
| Bank Address | : | Rivercity 3rd Mile, 468-7 & 7A, Jalan Sultan Azlan Shah, 51200 Kuala Lumpur, Federal Territory of Kuala Lumpur, Malaysia |

**TERMS & CONDITIONS**

1. All booths will be reserved on a first-come-first-served basis. Full payment of participation must be made within fourteen (14) working days upon registration. The organizer reserves the right to reject any participant that it deems inappropriate.
2. Booth design are to follow the concept of the event. All special designs must be approved by the organiser.
3. Administrative Fee and Performance Bond
4. An administration fees of RM 25.00 per sqm will made payable to the Official Contractor by non-official contractor for the processing of communication, management function including securing approval from the relevant authorities.
5. Before permission is granted for a non-official contractor to work at the exhibition, the non-official contractor is required to place a refundable performance bond of RM 3,000.00 per 9 sqm per contractor per booth with the Official Contractor and sign a written Undertaking to guarantee conduct, proper schedule of production and observance of the exhibition and hall regulations. When this performance bond is received and the undertaking signed, then the non-official contractor only be allowed to bring their materials to the site of commence work
6. All electrical work shall be carried out by the Official Main Contractor Only.
7. A penalty fees of 50% will be charged for all standard furniture and electrical requirement as listed above after the deadline which is 3 weeks before the exhibition commence.
8. Participation is only deemed confirm once payment has been received. Amount must be payable in Malaysia Ringgit as reflected in this application form. Cheques should be crossed and made payable to ‘**TAC Management Sdn Bhd**’.
9. All payments made are non-refundable.
10. The organizer will not be liable for damage or loss to and participant’s properties through fire, theft, accident or any other cause as a result of negligence or otherwise.
11. Should the exhibitors withdraw their participation 30 days before the event commences the Organizer reserve the right to claim the full amount reflected in the contract and other loss or damages suffered by the Organizer.
12. Regulations on the Copyrighted Materials

Each exhibitor is responsible for obtaining all necessary licenses and permits to use music, photographs or other copyrighted materials in the exhibitor’s booth or display. No exhibitor will be permitted to play, broadcast or perform any contents or use any other copyrighted materials, such as photographs or other artistic works, without first presenting to the organizer satisfactory proof that the exhibitor has, or does not need a license to use such contents or copyrighted material.

1. The organizer reserves the right to make changes to the event programmes.
2. By participating in this event, you have consented the use of images taken at the event, as well as any written comments on our evaluation forms for our advertising, social media and promotion purpose

**CONFIRMATION OF BOOKING**

I hereby confirm our booking for the participation at Johor Coffee Week 2023 based on the stated space area as stipulated in the contract.

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| *Kindly sign above the line* | | |
| Name | : |  |
| Date | : |  |

**KINDLY SEND YOUR COMPLETED PARTICIPATION FORM TO**

Email: secretariat@msca.org.my |Tel: +603 8408 1988