

MTC Malaysian Pavilion in Furniture China 2019
Shanghai New International Expo Centre (SNIEC), Pudong, Shanghai, China
9 – 12 September 2019

APPLICATION FORM

Company:

Address:

Office Phone: Facsimile: Website:

Contact Person:

Designation: Mobile Phone: E-mail:

Member of (Name of Association): MWIA TEAM MPMA MWMJC MFC PEKA
 Others:

Description of Exhibits:

Note: Please attach photographs of exhibits.

Major Export Markets:

Annual Sales Turnover (RM): Number of Full-time Employees:

Note: Please furnish the certified true copy of the latest Audited Financial Report, the latest EPF Statement and Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016. Information contained therein is required for verification purpose and will be kept with strictest confidence.

Preferred Booth Size: 40 – 49m² 50 – 70m²

We enclose herewith a cheque (No.: Bank:) being

Participation Deposit, i.e., 50% of Participation Fee for:

No. of Times	Financial Incentive*					
	Bumi-Co	Participation Deposit	✓	Non-Bumi	Participation Deposit	✓
1	70%	RM14,408.00		60%	RM16,854.00	
2 – 3	60%	RM16,854.00		50%	RM19,300.00	
4 – 5	50%	RM19,300.00		40%	RM21,746.00	
6 – 8	40%	RM21,746.00		30%	RM24,192.00	
End						

*Note:

1. MTC's Terms and Conditions apply.

2. Any variation in cost estimation and exchange rate would be adjusted accordingly based on the actual invoices. Participants will be refunded or charged accordingly.

Please make cheque payable to “**Malaysian Timber Council**”. Kindly print your company name and “Furniture China 2019” on the back of the cheque.

Checklist:

Please tick ✓ where applicable.

Completed Application Form

Signed Terms and Conditions

Cheque for Participation Deposit

Photographs of Exhibits

Certified true copy of latest Audited Financial Report

Certified true copy of latest EPF Statement

Certified true copy of Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016

Please submit all of the above documents by courier or by hand to the following address latest by **FRIDAY, 15 FEBRUARY 2019:**

MALAYSIAN TIMBER COUNCIL

21st Floor, Menara PGRM, 8, Jalan Pudu Ulu, Cheras, 56100 Kuala Lumpur

Tel: +60 3 9281 1999, Fax: +60 3 9282 8999

Attn.: Ms Lai Mei Theng (ext. 213 or e-mail mtlai@mtc.com.my)

MTC Malaysian Pavilion in Furniture China 2019
Shanghai New International Expo Centre (SNIEC), Pudong, Shanghai, China
9 – 12 September 2019

TERMS AND CONDITIONS

The Exhibition

1. The Exhibition is described in **Item 1** of Schedule A.

Participation Fee

2. The amount of the Participation Fee is stated in **Item 2** of Schedule A.
3. The Participation Fee is for the following services:
 - i. Rental of booth space at a minimum of 40 m² per company;
 - ii. Booth construction of a minimum of 40 m² per company; and
 - iii. One-way shipment of exhibits up to 8 m³ per company.
4. For the purpose of the exhibition, the applicable Participation Deposit is as **Item 3** of Schedule A.
5. The Applicant shall pay the balance 50% of the Participation Fee to MTC on or before 5:00 pm of the Balance Payment Date stated in **Item 5** of Schedule A. In default, the application shall be rejected and the Participation Deposit shall be forfeited.

Financial Incentive

6. MTC's financial incentive only applies to each eligible company or its subsidiary from a related group of companies. MTC's financial incentive will subject to MTC Graduation Policy of up to a limit of five (5) years or eight (8) times participation in MTC's events, whichever earlier, at which the year 2018 will act as the base year, in accordance to the following schedule:

No. of Times	Financial Incentive (%)	
	Bumiputera Companies	Non-Bumiputera Companies
1	70%	60%
2 - 3	60%	50%
4 - 5	50%	40%
6 - 8	40%	30%
End		

7. The financial incentive will be a percentage based on the total cost incurred for booth space rental, booth construction and one-way sea freight.

Application Procedure

8. To be eligible for selection, the Applicant must forward either by courier, hand or post, the following documents and payment to reach MTC by 5:00 pm of the Application Date as stated in **Item 4** of Schedule A:

- i. Completed Application Form;
 - ii. Signed Terms and Conditions;
 - iii. Cheque for Participation Deposit;
 - iv. Photographs of Exhibits;
 - v. Certified true copy of latest EPF Statement; and/or
 - vi. Certified true copy of latest Audited Financial Report;
 - vii. Certified true copy of Form 24 and 49 as per the Companies Act 1965/ Section 58 and 78 as per Companies Act 2016.
9. A minimum booth space of 40 m² would be provided by MTC to each eligible company or a subsidiary from a related group of companies. Once the application has been submitted, the Applicant may not amend the booth area applied for (i.e. 40 m² per company) in the Application Form. If there is any request for additional booth area, approval will be at the discretion of an in-house Selection Committee.

Selection of Participants

10. The Applicant must be officially registered and based in The Peninsula and is a member of at least one of the following timber-based and furniture associations in The Peninsula (i.e., MWIA, TEAM, MPMA, MWMJC, MFC and PEKA).
11. Products exhibited must be made in Malaysia or finished in Malaysia (if imported parts and components are used). Selection of exhibitors would be on the basis of furniture made of 70% wooden/rattan materials to 30% other materials.
12. An in-house Selection Committee will evaluate and decide on the applications submitted to participate in the exhibition. Selection of exhibitors would be on a first-come, first-served basis and other considerations, and is subject to the approval of the in-house Selection Committee.
13. MTC's decision shall be final and reserves the sole right and discretion to accept or reject any application without the need to give any explanation for its decision. If MTC rejects an application, MTC shall refund the Participation Deposit. If the Participant withdraws from the exhibition after its application has been accepted by the in-house Selection Committee, all Participation Deposit paid shall be forfeited.

Compliance with Terms & Conditions and Directions

14. Participants will be required to attend a briefing to be organised by MTC.
15. The eligible company and/or its subsidiary from a related group of companies is NOT allowed to share their booth with other companies failing which, the company would be disqualified from receiving MTC's sponsorship.
16. Participants and/ or its subsidiary from a related group of companies shall not apply for additional booth other than MTC Malaysian Pavilion after its application has been accepted by the in-house Selection Committee. Failing to do so, participants will be disqualified and payment shall be forfeited.
17. Participants shall abide by all the Terms and Conditions and any directions given by MTC.
18. Such direction which may be given either prior to or during the exhibition may include, but is not limited to, directions regarding the:

- i. Number and quality of exhibition items to be shipped;
- ii. Number and quality of exhibition items to be displayed; and
- iii. Manner of display of these items at the exhibition.

19. Participants will be required to submit to MTC:

- I. Immediate Evaluation Form on the last day of the exhibition;
- II. First Follow-up Evaluation Form after six months; and
- III. Second Follow-up Evaluation Form after twelve months.

Display Layout / Interior Design

20. The Participant shall submit the following **MANDATORY** items to MTC by the Layout Submission Date as stated in **Item 6** of Schedule A:

- i. A list of exhibits to be exhibited, stating the quantity, size and description of each type of exhibit;
- ii. A photograph of each type of exhibit; and
- iii. A to-scale display layout sketch of exhibits.

21. MTC will provide the service of an interior designer to assist in the interior design and display layout of the exhibits if necessary. Any additional charges associated with decorative items as suggested by the interior designer shall be borne by the exhibitors.

22. The Participant shall submit the display layout and interior design to be vetted and approved by MTC. The display layout and interior design should reflect the central theme of MTC's Furniture Pavilion, with colour coordination and design. Importance is placed on optimised use of space, effective use of colours and lighting, eye-catching details and good styling display design.

23. The Participant shall adhere to the above guidelines. In default, MTC reserves the right to suspend the participation of that Participant and forfeit any Participation Deposit paid.

Shipment of Exhibits

24. MTC will negotiate with a shipping agent ("Shipper") to consolidate and ship exhibition items from Port Klang to the exhibition site (one-way only). Either MTC or the Shipper will contact the Participant to provide information regarding the shipment of exhibition items.

25. Participants are only allowed to ship exhibit items based on the quantity and quality of the exhibits as described in the Booth Layout submitted to MTC.

26. If return shipment of exhibits is required, the contract for shipment shall be between the Participant and the Shipper.

27. MTC is not an agent nor the principal of the Shipper.

28. Any reference in these Terms and Conditions or in any other manner to the Shipper shall not be construed as a recommendation nor a representation as to the services of the Shipper.

29. MTC shall not be liable whether in contract, tort or in any manner for any act or omission of the Shipper resulting in any loss whatsoever to the Participant.

30. The Participant may appoint any other shipper (“Alternative Shipper”) to ship its exhibition items to the exhibition site at its own cost.
31. If the Participant appoints an Alternative Shipper, the Participant shall deposit with MTC the No-Show Deposit as stated in **Item 7** of Schedule A. The Participant shall ensure that the exhibition items are delivered to the exhibition site one (1) day prior to the commencement of the exhibition failing which the No-Show Deposit will be forfeited.
32. If the Participant appoints an Alternative Shipper, the Participant shall be responsible for all shipping arrangements including custom clearance.
33. To avoid additional charges, the Participant is advised to adhere strictly to the container space allocated (i.e., up to 8 m³ per company). The Participant shall bear the additional charges if the Participant exceeds the container space allocated.

Disclaimer and Indemnity

34. MTC shall not be liable in any manner whatsoever for any loss suffered by the Participant, or damage or injury to the personnel, officers, directors, agents, representatives or goods, products, exhibits or property of the Participant whether or not arising from any act or omission of MTC’s representatives, agents, associates, employees or sub-contractors. In addition, the Participant shall indemnify and keep indemnified, save and hold harmless, MTC against any damages, loss, actions or claims directly or indirectly caused by the personnel, officers, directors, agents, representatives of the Participant.

General

35. Other expenses not included in the Participation Fee are to be borne by the Participant which include the following:
 - i. Rental of booth space exceeding 30 m²;
 - ii. Booth construction exceeding 30 m²;
 - iii. Additional accessories, facilities or services;
 - iv. Production of exhibits and product brochures;
 - v. Transportation of exhibits to Port Klang and/or appointed freight forwarder’s warehouse;
 - vi. Shipment of exhibits more than 8 m³ from Port Klang;
 - vii. Return shipment of exhibits from the exhibition site;
 - viii. Return airfare;
 - ix. Hotel accommodation;
 - x. Daily transportation to and from airport/hotel/exhibition site; and
 - xi. Import duties and other taxes.

Variation of Booth Area

36. In any unforeseen circumstances that may arise, MTC may at its sole discretion:
 - i. Vary the booth area allocated to the Participant and the Participation Deposit or Participation Fee payable shall be correspondingly varied; or
 - ii. Terminate the agreement with the Participant and refund any deposit or fee paid.

37. MTC shall not be liable for any direct or indirect losses suffered by the Participant arising from or in connection with any such variation or termination.

If the Participant fails to comply with any of the Terms and Conditions or any directions given, MTC reserves the right to suspend the participation of that Participant and forfeit any Participation Deposit or Participation Fee paid.

I/We have read these Terms and Conditions and agree to be bound by them.

.....
(Authorised Signature & Company Stamp)

Name of Signee :

Signee's Designation :

Name of Company :

Date :

SCHEDULE A

Item 1 (Clause 1) Name of Exhibition	MTC Malaysian Pavilion in Furniture China 2019, Shanghai New International Expo Centre (SNIEC), Pudong, Shanghai, China, 9 – 12 September 2019				
Item 2 (Clause 2) Participation Fee	No. of Times	Bumiputera Companies	Participation Fee	Non – Bumiputera Companies	Participation Fee
	1	70%	RM28,816.00	60%	RM33,708.00
	2 – 3	60%	RM33,708.00	50%	RM38,600.00
	4 – 5	50%	RM38,600.00	40%	RM43,492.00
	6 – 8	40%	RM43,492.00	30%	RM48,384.00
Item 3 (Clause 4) Participation Deposit	No. of Times	Bumiputera Companies	Participation Deposit	Non – Bumiputera Companies	Participation Deposit
	1	70%	RM14,408.00	60%	RM16,854.00
	2 – 3	60%	RM16,854.00	50%	RM19,300.00
	4 – 5	50%	RM19,300.00	40%	RM21,746.00
	6 – 8	40%	RM21,746.00	30%	RM24,192.00
Item 4 (Clause 8) Application and 50% Participation Deposit Deadline	On or before FRIDAY, 15 FEBRUARY 2019				
Item 5 (Clause 5) Balance Payment Deadline	On or before FRIDAY, 3 MAY 2019				
Item 6 (Clause 20) Display Layout/Interior Design Submission Deadline	On or before FRIDAY, 31 MAY 2019				
Item 7 (Clause 31) No-Show Deposit	RM5,000				