

EXHIBITOR’S/VENDOR’S FORM:

Name of Event	
Dates of Event	
Name of Exhibitor	
Exhibitor’s Address	
Contact Person	
Designation	
Telephone No	
Fax No	
Email Address	
Products to be displayed	
Booth Set-up Details	One 3m x 3m Shell Scheme Booth (white PVC panel) with needle punch Carpet, one Table, two Chairs, two Fluorescent Lights, white colored Fascia Name (max 25 letters) on fascia board, and one 13A (220-240V) Socket Outlet with daily maintenance and booth cleaning services once daily.
Cost of Each Booth	B\$
Confirmed number of Booth (s) & Location	
Total Cost	B\$

TERMS & CONDITIONS AND MODE OF PAYMENT:

Our booth fees only includes the basic exhibition items and services mentioned in the ‘Booth Set-up Details’ column. For all other additional items including telephone line requests and extra furniture/ fixtures, kindly inform us at least 2 weeks before the expo commences. **Kindly be informed that all additional requests of logistic items and services not mentioned above will be charged separately & additional 50% charge will be imposed on all last minute logistic items requests.**

All booth payments must be made in the form of crossed cheque payable to “**FMB EVENT MANAGEMENT**”. Reservations of booth locations are solely based on a “**FIRST COME-FIRST SERVED BASIS**” and upon receipt of payment. **Please take note that a 50% DEPOSIT PAYMENT is required upon reservation of all booths.** Failure to do so authorises us to sell your booth bookings to other exhibitors without prior notice/ your consent.

***All reservations without payments are considered as non-confirmed reservations.**

I, _____ (Exhibitor) agreed to pay the amount of
B\$ _____ to "**FMB EVENT MANAGEMENT**" as 50% secured deposit payment
and pay the 50% balance amount of B\$ _____ within one (1) week before the event date.

(Exhibitor Sign & Co. Stamp)

***Kindly complete this form and email or fax it back to us ASAP. Our fax no: (00-673) 234 2454**

IMPORTANT NOTES / INFO:

- i. **Form must be completed in full.**
- ii. Fully complete form(s) must be submitted to the organiser – **FMB Event Management** as soon as possible for processing.
- iii. Booth reservations or bookings are on a 'first-come first-serve' basis and upon receipt of deposit payments.
- iv. If **FMB Event Management** cancels the event at any time, the booking fee shall be refunded in full to the exhibitors provided that the cancellation by **FMB Event Management** is not due to any fault or non-compliance of any terms and conditions herein, negligence and/or any other misdemeanor on the part of the organiser. However, should the exhibitor's decide to cancel their participation in any of our events at any time due to their own personal reasons, all deposits paid shall be forfeited.
- v. Setting up of items and displays is only allowed **one day before the event's date after 12pm.**

Dismantling/clearing of stock and displays is only allowed **on the last day of the event after 10pm.**
- vi. All booths and space will only be clean and vacuumed once a day throughout the event days. Any other additional cleaning requirements will be under the exhibitors own responsibilities.
- vii. **Please take note: exhibitors who are using additional spaces out of their booth limitation areas will be charged extra and will be invoiced separately by organisers without prior notice required.** The extra charge will follow the additional space used X the number of days. Our calculation will be based on the selling price of the booth for each particular event.

- viii. All logistic matters including Telephone Line requests, additional furniture requests, and other electrical requirements & installations must be dealt directly with the organiser before the event commences. Additional charges will be imposed on any last minute requests.
- ix. Exhibitors will be responsible for their own design construction and furnishings, as well as their own products & items. **FMB Event Management** shall NOT be liable for any theft or loss of exhibits or products and/or for any claims whatsoever from any party.
- x. Exhibitors are also liable for the fixture & fittings at The Airport Mall.
- xi. Performance, sound systems and music must be approved in advance by the organiser and also within reasonable and acceptable volume levels. Please allow minutes of silence during prayer's times.
- xii. **All reservations without any payments are considered as non-confirmed reservations.**
- xiii. **All our events at The Airport Mall are 'Exclusive Themed Events'. Should you decide to change your items/products to others than those listed in this form (change to items that are not in-line with the event's theme), then we will have no choice but to ask you to leave the event immediately and all payments made shall be forfeited.**

MINISTRY OF HOME AFFAIRS BRUNEI - RULES & REGULATIONS:

1. Exhibiting and selling of Jewelry items is strictly not allowed.
2. Exhibiting and selling of fake branded items is strictly not allowed.
3. 'Games of Chance' or any other similar type of gambling games is strictly not allowed.
4. Exhibiting and selling of any religious items is not allowed unless a written approval from The Ministry of Religious Affairs Brunei is obtained beforehand.
5. Exhibiting and selling of any cosmetic items, traditional remedies, perfumes and other beauty products is not allowed unless a written approval from The Ministry of Health Brunei is obtained beforehand.
6. Every item on display for sale must be labeled clearly of its selling price.
7. Exhibitors who wish to sell any food and drinks items must pass the personal health examination by the Food & Safety Department as it is normally done by Municipal Department and the District Office.
8. All imported meat products that is not recognised in Brunei irrespective of whether it is raw or processed is not allowed to be displayed and sold unless a health permit from the Department of Agriculture & Agrifood, Ministry of Health and HALAL Department is obtained beforehand (with proof of letter).
9. Entertainments are not allowed on certain days, dates & months. Please call us for more info.