

**The 3<sup>rd</sup> Lilongwe Trade Fair**

**26<sup>th</sup> to 31<sup>st</sup> July 2018**

**Theme: *Industrialisation: Basis for Trade Competitiveness***

**Gateway Mall, Lilongwe, Malawi – Tel: +265 01772 699 Fax: +265 1 871 147/ 01 772 533**

**Email bookings: [mccci@mccci.org](mailto:mccci@mccci.org) – Website [www.mccci.org](http://www.mccci.org)**

**[lpete@mccci.org](mailto:lpete@mccci.org) or [cmalunga@mccci.org](mailto:cmalunga@mccci.org)**

**Application Form**

**(Deadline 13<sup>th</sup> July 2018)**

**PART A: PARTICULARS OF EXHIBITING COMPANY OR ORGANISATION**

Name of Business of Organisation:

.....

Postal Address: .....

City.....Country.....

Physical Address:

.....

...

Telephone: ..... Fax:

.....

E-Mail: .....

Website.....

Manufacturer    Service Provider    Distributor    NGO    Trader/Wholesaler    Government  
Other (Specify)

Full Name of Official Responsible for the Exhibition: .....Mobile:

.....

E-Mail: .....

Full Name of Stand Manager (1): ..... Mobile:

.....

E-Mail: .....

Full Name of Stand Manager (2): ..... Mobile:  
.....

E-Mail: .....

**PART B: PARTICULARS OF EXHIBITS**

Briefly describe goods/services to be exhibited at the Trade Fair

.....  
.....

.....  
.....

.....  
.....

**PART C: EXHIBITION PAVILIONS AND PARTICIPATION FEES**

Indicate your exhibition pavilion requirement in the table below

***Standard Size pavilions are 9sqm.***

**Participant**

**Category**

**Amount (Rate/9 Square Metre Pavilion**

**NO. of Pavilions Booked**

**NO. of Delegates**

Local Exhibitors

MCCCI Members

150,000.00/Pavilion

Non MCCCCI Members

175,000.00/Pavilion

Foreign Exhibitors

Foreign Participants

USD 500/Pavilion

**PAYMENT TERMS: 100% payment upon submission of this application form**

**Bank Details: (Applicant bears all the bank charges. Please send proof of payment to [m ccci@mccci.org](mailto:ccci@mccci.org))**

**A/c Name: International Trade Fair ██████ Bank name: National Bank of Malawi**

A/c Type: **Current Account** ██████████ ████████████████████ Service Centre: **Chichiri**

A/c No.: **771791** ████████████████████ ████████████████████ ████████████████████ Swift Code: **NBMAMWMW**

**Foreign Currency Denomination Account**

A/c Name: **Malawi Confederation of Chambers of Commerce and Industry**

Name of Bank: **National Bank of Malawi**

A/c No.: **1001118338**

Currency: **United States Dollar (USD)**

SWIFT Code: **NBMAMWMW**

**PART D: B2B MEETINGS BOOKING**

No

**Particulars of Potential Business or Organisations you would like to Meet**

No

**Particulars of Potential Business or Organisations you would like to Meet**

1

6

2

7



3

8

4

9

5

10

**PART E: TRADE FAIR PARTNERSHIP AND SPONSORSHIP**

No

Category

**Briefly Describe your offer for Partnership or Sponsorship**

1

LTF Advertising

2

Entertainment during LTF

3

Business Dinner

4

5

**PART F: TERMS AND CONDITIONS FOR PARTICIPATION**

I/We have read and understood the terms and conditions for participation at the Lilongwe Trade Fair contained in Appendix 1 and I/we undertake to voluntarily abide by all of them.

Applicants Signature: .....Date:

.....

**PART G: FOR OFFICIAL USE**

Name of Sales Executive ..... Stand Allocated  
.....

Receipt Number ..... Date ..... Signature  
.....

**RETURN TO:** Malawi Confederation of Chambers of Commerce and Industry, Plaza House –  
Ground Floor, Behind Magetsi House, City Centre, Lilongwe. P.O. Box 258, Blantyre, MALAWI

**Tel:** +265 (0) 1 772 699/ + 265 (0) 1 871 988/813 **Fax:** + 265 (0) 1871147

**E-mail:** [mccci@mccci.org](mailto:mccci@mccci.org) **Website:** [www.mccci.org](http://www.mccci.org)

## **APPENDIX 1**

### **TERMS AND CONDITIONS FOR PARTICIPATION AT THE LILONGWE TRADE FAIR**

The Malawi Confederation of Chambers of Commerce and Industry (MCCCI) has organised the 3<sup>rd</sup> Lilongwe Trade Fair pursuant to its objective of promoting trade. This is an annual event that is expected to attract exhibitors from the various sectors of the economy in Malawi. Exhibitors are required to understand and comply with the Terms and Conditions for participation as contained hereunder.

#### **1. APPLICATION FOR PARTICIPATION**

2. a. All applications for exhibition space at the Trade fair shall be made on the prescribed application form issued by MCCCI.
3. b. The completed application form shall be submitted together with full payment to MCCCI to qualify for allocation of space not later than 13<sup>th</sup> July 2018.
4. c. On signature by MCCCI and the Applicant and compliance with terms stated on the application form the document shall become binding contract between the parties. Failure to read the terms and conditions will not excuse any Exhibitor from liability where there is breach

to the terms and conditions.

**1. 2.ALLOCATION OF EXHIBITION SPACE**

2. a.MCCCI shall allocate Exhibition space/stand/pavilion to each Exhibitor in accordance with its own classification or products/materials/services. MCCCI reserve the right to allocate available space, size at the Gateway Mall entirely at its own discretion. Allocation of space is on first come first served basis.

3. b.MCCCI reserves the right to change the allocation of any Exhibitor without being liable for damages or compensation if circumstances call for such change and/or if the Exhibitor fails to take possession of his space/stand within the prescribed period.

4. c.An Exhibitor who does not make the required payment within the prescribed period or fails to fulfil any or all of the conditions required for space allocation shall forfeit the space allocated and the right to participate.

**1. 3.USE OF EXHIBITION SPACE**

2. a.Exhibitors shall exhibit only the particular products, goods or materials or product group or type stated on their application form. Any later additions must be by the approval of MCCCI.

3. b.Every exhibitor shall have his or her stand ready and all displays/merchandise completed 2 days before the opening day of the trade fair. Failure to do so would result in eviction without refund of any fees and compensation and the stand reallocated (refer article 2c).

**1. 4.PROHIBITED AND UNDESIRABLE EXHIBITS**

2. a.MCCCI absolutely prohibits the display or sale of the under-listed items during the trade fair:

(i) Explosives and inflammable materials

- (ii) Firearms and ammunitions
  
- (iii) Radioactive products and materials
  
- (iv) Wildlife and dangerous animals
  
- (v) Pornographic or offensive materials
  
- (vi) Chemicals of a toxic or hazardous nature.

1. b. Any Exhibitor wishing to use or demonstrate with petrol, fuel oil, paraffin, ethyl alcohol, acetylene, or any other combustible materials or operate any machine/equipment that may cause or is likely to cause explosions and/or fire outbreaks, shall be required to obtain the approval in writing of the Officials of the Blantyre City Assembly Fire Brigade present on the Trade Fair grounds.

2. c. Demonstrations by Exhibitors with heavy moving machinery or equipment shall be undertaken only at agreed intervals and a specified area stipulated by MCCCCI.

## **1. 5.SUB-LETTING OF EXHIBITION SPACE**

Exhibitors shall not sublet the space/stand/pavilion allocated to them to any third parties either wholly or in part without the written consent of MCCCCI. The breach of this term would attract eviction from participation.



## **1. 6.PARTICIPATION THROUGH AGENTS**

Foreign exhibitors are free to participate at the Fair through local agents provided they pay participation fee applicable to foreign exhibitors.

## **1. 7.DAMAGE/DEFACEMENT TO THE EXHIBITION STRUCTURES/ HALLS/ PROPERTY**

Exhibitors shall be liable for any damage to any structures including the Halls, buildings and stands and shall not paint or otherwise deface or alter or affix anything to the floors, ceilings, pillars or walls without the prior written consent of MCCI.

## **1. 8.CONSTRUCTION OF STANDS/PAVILIONS**

2. a.The Gateway Mall shall be open to Exhibitors at a date fixed by MCCI for the purpose of the construction of their stands/Pavilions and the mounting of their various Exhibits, materials and products.

3. b.Subject to approval, Exhibitors may be granted permission by MCCI to construct, and set up their Stands/Pavilions or shell schemes themselves provided that they follow laid down procedures and designs as communicated from time to time by MCCI.

4. c.Before commencing such construction the Exhibitor must have a confirmed space allocation and must also submit the drawings for the proposed construction for necessary approval in writing by MCCI or their designated agents.

5. d.The Exhibitors shall be liable for any damage caused to neighbouring or other Exhibitors, common property or Visitors by such Exhibitor or their servants or agents during such construction.

6. e.The construction, furnishing and decoration of all stands/pavilions or shell scheme stands, must be completed by 6.00 pm. three (3) days before the official opening day of the

Trade fair.

1. f.Any Exhibitor whose constructed stand extends beyond the space paid for and approved for such Exhibitor, shall be liable to pay a penalty of an amount equal to double the cost of such additional space.

### **1. 9.DISPOSAL OF PACKAGING MATERIALS**

Exhibitors shall not store any hazardous materials or dispose of packaging materials in such a way and manner as shall constitute a nuisance or obstruct the free movement of persons and traffic or disfigure or endanger the environment.

### **1. 10.DISASSEMBLING OF STANDS/PAVILIONS**

Exhibitors shall disassemble their stands/pavilions and vacate their allocated space not later than two (2) days after the closing of the Trade fair. MCCCCI shall not held liable for any branding materials if left unremoved after the Trade Fair

**1. 11.METHOD OF PAYMENT**

2. a.All payments due to MCCCCI for the allocation of exhibition space, charges for utilities and advertisements in the Trade Fair catalogue shall be paid in full by Bank Draft or Bank Certified Cheque made payable to the Malawi Confederation of Chambers of Commerce and Industry (MCCCCI) or its designated bank account.

3. b.Payments by all Local Exhibitors shall be made in Malawi Kwacha to the Malawi Confederation of Chambers of Commerce and Industry, National Bank of Malawi, Chichiri Service Centre, Account Number. 771791.

4. c.Payments by all foreign exhibitors shall be made in US Dollars to MCCCCI, National Bank of Malawi, Chichiri Service Centre, Account Number 1001118338 SWIFT: NBMAMWMW.

5. d.Send proof of payment to [mccci@mccci.org](mailto:mccci@mccci.org) .

**1. 12.WITHDRAWAL BY EXHIBITOR**

Without prejudice to the rights and remedies of MCCCCI in respect of any breach of Contract on the part of any Exhibitor, MCCCCI may, at their discretion, allow such Exhibitor to withdraw from participation subject to the following conditions:

(i) The Exhibitor shall give to MCCCCI written notice of his desire to withdraw from participation at the Trade fair.

(ii) If the said withdrawal is accepted, the MCCCCI shall convey their acceptance in writing to the affected Exhibitor.

(iii) The Exhibitors would nonetheless be required to pay a penalty for such withdrawal. Refunds will only be processed one month after the Trade Fair

(iv) Such refundable amount shall be that proportion of the Exhibition fee based on the duration the notice of withdrawal is served on MCCCCI as specified below:

- 1. a. Four weeks or more before the Trade Fair.....40%
- 2. b. Three weeks before the Trade Fair .....20%
- 3. c. Two weeks before the Trade Fair..... Nil

**1. 13. BREACH OF CONTRACT BY EXHIBITOR**

2. a. In the event of default or failure on the part of the Exhibitor to observe or perform any of the provisions of the Contract or of the Terms and Conditions of this Prospectus, MCCI shall have the right to terminate the Contract forthwith by notice in writing to such defaulting Exhibitor.

3. b. In the event of such termination mentioned in a) above, all rentals paid by the defaulting Exhibitors shall be forfeited to MCCI and the Exhibitor shall indemnify MCCI against all cost, losses, damage or expenses (including any consequential loss or damage) incurred as a result of such failure or default.

**1. 14. CHANGE OF DATE**

2. a. MCCI reserve the right to change the date and duration of the Trade fair if exceptional circumstances so demand and on due notification to the Exhibitors.

3. b. In the event of such change as stated in a) above all contracts and/or other Agreement for participation shall remain in force and the Exhibitors shall not be entitled to any claim for damages or compensation for such change.

**1. 15. CANCELLATION/POSTPONEMENT OF TRADE FAIR**

2. a. MCCI shall not be liable for any loss or damages sustained by any Exhibitor, Participant or Contractor or any other persons for the cancellation or postponement of the Trade fair or the reduction of the advertised duration of the Trade Fair as a result of:

- (i) Force majeure;

- (ii) Acts of War, military activity, political/civil unrest, disturbance or riots;
  
- (iii) Legislation by Government of Malawi;
  
- (iv) Fire, flood, tempest, excessively inclement weather, storms, earthquake;
  
- (v) Damage caused by an aerial object or aircraft.

1. b. In the event of the cancellation or postponement of the Trade Fair as a result of any or a combination of the events stated above 25% of the payments made by Exhibitors may be refunded by MCCCCI.

#### **1. 16. MOVEMENT OF EXHIBITS**

2. a. Exhibitors shall be responsible for the cost of transporting their Exhibits to the Gateway Mall and shall also be responsible for the cost of dismantling and removing them at the end of the Trade Fair.

3. b. Movement of vehicles and off-loading of exhibits/goods shall not be allowed during the hours of the Trade Fair (i.e. 9:00 am -4:30pm) throughout the duration of the Trade fair.

4. c. Exhibitors shall remove all Exhibits/goods from the Trade Fair grounds within two (2) days of the end of the Trade Fair failing which they shall be liable to indemnify MCCCCI in the sum of Ten Thousand Kwacha (MK10, 000) per day for everyday for which they are in breach of the period of grace.

#### **1. 17. SECURITY**

2. a. All reasonable security precautions shall be taken by MCCCCI during the duration of the Trade Fair for the safety and protection of Exhibitors and Visitors to the Trade Fair.

3. b. Exhibitors shall however be responsible for the security of their stands/pavilions exhibits and goods and MCCCCI shall not be held liable for any loss, or theft or damage to such Exhibits/goods before, during or after the Trade Fair.

4. c. In order to ensure adequate security for all persons, Exhibitors, Visitors and MCCCCI, including their Contractors and Agents, the driving of any vehicles within the area where the Trade fair is designated is not allowed as well as the parking of vehicles at un-approved Car Parks on the Trade Fair grounds between the hours of 9:00am and 4:30p.m throughout the duration of the Trade Fair. The person who contravenes the rules shall be liable to a fine of K2, 500 for each contravention committed.

### **1. 18. FIRE AND SAFETY REGULATIONS**

2. a. Fire Service Personnel shall patrol the Gateway Mall and would be authorized to limit or stop any demonstration by any Exhibitor that in their estimation could be a potential fire hazard.

3. b. All Exhibitors shall be required to provide Fire Extinguishers and other fire prevention equipment at their stands/pavilions.

### **1. 19. INSURANCE**

All Exhibitors shall maintain an additional and appropriate policy of insurance to cover their products as well as their participation at the Trade fair and shall indemnify MCCCCI against all costs, claims, demands and expenses to which they may be subject as a result of any loss or damage, claim or injury occurring or arising to any persons, goods or structures however caused in the duration of the Trade Fair. For this purpose the clause, "the duration of the trade fair" shall include the period before the actual official commencement of the trade fair, when stands, pavilions and structures are being erected and Exhibits mounted and the period after the official closing when Stands, Pavilions and all structures are being disassembled and Exhibits removed.

## **1. 20.MOBILE EXHIBITORS/HAWKERS**

Mobile Exhibitors, Hawkers, Vagrants, itinerant traders, beggar etc. shall not be allowed within the Gateway Mall compound during the Trade fair and their goods shall be confiscated.

### **1. 21.SALE OF EXHIBITS**

2. a.Exhibitors may sell their Exhibits/Goods at the Trade Fair grounds subject to the Malawi Revenue Authority Regulations.
3. b.The sale of Exhibits/goods shall be confined to each Exhibitor's stand/pavilion only.
4. c.Exhibitors who violate this provision shall be evicted from the trade fair.

### **1. 22.IMPORTATION/RE-EXPORTATION OF EXHIBITS**

2. a.The full list of exhibits imported for the trade fair showing description, quantity, weight and CIF value must be prepared and shown to the Malawi Revenue Authority at the port of entry.

3. b.All exhibits imported for the trade fair must be admitted under "TEMPORARY IMPORTATION REGULATION". All packages and documents must be boldly marked "3<sup>rd</sup>

LILONGWE TRADE FAIR" failure of which goods will be transferred to a warehouse and auctioned.

4. c.Exhibits at the warehouse shall attract economic rent after one (1) week after the end of the trade fair.

### **1. 23.CONSIGNMENT OF EXHIBITS**

Exhibitors are advised to consign their exhibits to the following address: MALAWI CONFEDERATION OF CHAMBERS OF COMMERCE AND INDUSTRY, CENTRAL REGION OFFICE, LILONGWE, MALAWI. 3<sup>rd</sup> Lilongwe Trade Fair. TEL: +265 (0) 1 772 699/+265 1 871 988, Fax: +265 1 871 147.

## **1. 24.ANTI-SOCIAL BEHAVIOUR**

Exhibitors shall not engage in and shall not allow any part of their stands, pavilions or space allocated to them to be used for gambling, drinking, drugs, wrestling, boxing or any other activity of any anti-social behaviour. MCCI's opinion should be sought and approval obtained in writing for proposed activities at the Gateway Mall which may offend or damage the reputation of MCCI.

## **1. 25.SUPPLEMENTARY CLAUSES**

MCCI reserve the right as and when necessary to issue supplementary regulations in addition to those in these Terms and Conditions for Participation.

## **1. 26.DISPUTES / DIFFERENCES AND INTERPRETATION**

Any dispute, difference, or question which may arise between MCCI and any Exhibitor touching upon the true construction of the Contract made between the parties and or these Terms and Conditions for Participation or the rights and liabilities of the parties shall be decided by MCCI. Similarly for the purpose of interpretation of the foregoing Terms and Conditions/ individual clauses contained therein, the interpretation of MCCI shall be final.



**1. 27. Further information about the Trade Fair and Payments can be obtained from:**

Head, Business Linkages and Events, Malawi Confederation of Chambers of Commerce and Industry (MCCCI), P.O. Box 258, **BLANTYRE, MALAWI** E-mail: [mccci@mccci.org](mailto:mccci@mccci.org) . Website: [www.mccci.org](http://www.mccci.org)

**NB. All Exhibitors should note that No Vehicle will be allowed to park around the Exhibition Area.**

**All Exhibitors are requested to park at the designated Car Parks.**