

MALAYSIA EXPORT EXHIBITION CENTRE (MEEC)
TERMS AND CONDITIONS

1. Companies exhibiting at MEEC must be registered members of MATRADE.

Companies that have not registered are advised to do so via online registration. Registration is free of charge. For existing members, please update your company profiles online (if there are changes), by logging in to MATRADE's website www.matrade.gov.my under "myexport" banner.
2. Participation fees for the 2018 session is **RM636.00 for product display and RM318.00 for services display (both inclusive of 6% GST)**. Applications will only be processed upon receipt of participation fee.
3. The display period is for **12 months** from **1st January to 31st December 2018**.
4. **Samples of product exhibits** are to be **delivered** to MEEC **within two (2) weeks from the date of the confirmation letter**.
5. At the end of the session, products exhibits and services poster are to be removed during the period **16 - 30 December 2018**. **MATRADE will dispose the product exhibits / posters if company fails to remove them within the given dateline**.
6. Companies selected to continue their participation for the coming session, are **encouraged to change their product exhibits** that were displayed over the last exhibition period.
7. All **products** and **services** to be displayed at MEEC **must be Malaysian made or has Malaysian ownership in the brand or patent**.
8. The criteria to be eligible as an MEEC exhibitors are:
 - i) Company must be registered as a MATRADE member.
 - ii) Products or services must be Malaysian made or has Malaysian ownership in the brand or patent
 - iii) Company's products or services are ready or already exported.
 - iv) Priority will be given to Small and Medium Industries**MATRADE reserves the right to reject and / or remove** the product exhibits that do not comply with this requirement.
9. **Companies that have been selected to participate in MEEC** are required to **deliver and exhibit their product samples two (2) weeks from the date of the confirmation letter**. **Failure to do so without any valid reason** shall deem the companies as not interested to participate and **MATRADE reserves the right to cancel/forfeit the participation**. The allocated exhibition space will be given to other companies.

10. Exhibits samples are to be delivered to:

MALAYSIA EXPORT EXHIBITION CENTRE (MEEC)

Level 2 (East Wing), Menara MATRADE,
Jalan Sultan Haji Ahmad Shah,
50480 Kuala Lumpur

11. **Participation fees** of companies that **withdraw their participation after the approval** has been given **without any valid reason will not be refunded.**
12. Companies are required to arrange and display their product exhibits at their own cost. MATRADE will only provide basic display facilities such as display booth/showcase, glass racks and signages.
13. Delivery via courier service or post is not encouraged. MATRADE will not be held responsible for any damage or loss incurred on the goods during delivery.
14. MATRADE reserves the right to allocate the exhibition space/area and/or change the location of a company's display area from time to time.
15. Companies are required to **provide promotion materials** such as **brochures/ product catalogues/ flyers** and **business cards** as well as **replenish** them **from time to time** to ensure the availability throughout the exhibition period.
16. MATRADE shall have the right to take photos and videos of the exhibits and use them whenever necessary for export promotional purposes.

ACCEPTANCE OF TERMS AND CONDITIONS FOR PARTICIPATION AT MALAYSIA EXPORT EXHIBITION CENTRE (MEEC) FOR 2018 SESSION

I hereby (Name) on
behalf of (Company)
..... accept/agreed with terms and
conditions as stipulated in page 1 and 2 above.

Signature :

Position :

Handphone no. :
(confidential)

Date :

Company stamp :

Products displayed :

.....

Products category :

- *Kindly fill up and fax this to 03-6203 7259*