

PARTICIPATION IN INTERNATIONAL TRAVEL FAIRS REGULATIONS

As part of its on-going promotional drive, the Malta Tourism Authority will participate in a number of International Fairs and Exhibitions.

The MTA will sublet space on the Malta Stand to fully paid up, contributing members of Malta's travel and hospitality trade at specified fairs.

Licensed members of the local trade sectors who wish to participate in these fairs should send an email to fairs@visitmalta.com indicating the fair(s) accordingly.

The guidelines regulating participation on MTA stands are:

- where no area is sublet, the MTA will allow use of certain facilities on the Malta Stand at the discretion of the Stand Director.
 - at Fairs where MTA sublets a meeting table to members of the trade sectors, the following regulations will apply:
1. Only the Maltese Islands will be promoted on the stand.
 2. Assignment of meeting tables will only be confirmed to the respective firm(s) on receipt by the MTA of the fee within the stipulated time. In the case of a firm subletting two meeting tables, they will be assigned adjacently if requested. All assignments will be drawn by lot.
 3. All companies who sub-let space on the MTA stands must be advised in writing of the date and time when the assignment of the meeting tables will be made. They may be present for the draw should they choose to do so (in person or follow online). However only MTA personnel should officiate at the draw.
 4. No meeting table will be left unassigned.
 5. If a sublessee cancels, no refund will be given. Cancelling sublessees may be allowed to sell their space to a candidate approved by MTA.
 6. The meeting tables will be clearly marked with the name of the particular firm(s) to which it is sublet. Sublessee participants are to man their table throughout the duration of the Fair and not be absent for any days.
 7. Participants must wear badges at all times. Name badges for sublessees will only be given free when these are offered by fair organisers.

8. When co-sharing is being used at specific fairs, subletting of meeting tables will only be used by up to two (2) organisations/companies.
9. Co-sharing meeting tables will be allocated the same number of chairs as a non co-sharing table.
10. A maximum of two (2) representatives from each co-sharing sub lessee will be allowed on the sublet meeting table. Subletting members must supply the name of the firm to be displayed as well as the names of the firm's representatives (max 2 persons) within the stipulated time.
11. All sublet meeting tables are for the exclusive use of the sub lessee(s). Only those members of the private sector who sublet part of the Malta Stand are permitted to use its facilities. They will not however be allowed to crowd the entrance to the Stand or distribute promotional material except in the area that they have sublet.
12. Decoration material from sub lessees will not be allowed when stand decoration is designed by Stand builders to specifications given by MTA.
13. The MTA may organise its own events on the stand, e.g. Media conferences, presentations, receptions. Subletting companies will be duly informed of activities by the Stand Director.
14. Companies who sub-let space on the stand are to enjoy the use of that space for the full duration of the fair. Should MTA be hosting events on the stand and need to make use of the space sub-let to the trade, the trade co-exhibitors have to be advised early enough to plan their meetings around these events.
15. The MTA cannot be held responsible for late submission by subletting companies, including company contact details, registration data, fairs directories' information insertions, quality of printed information etc.
16. Members of the travel trade sector who do not sublet space on the stand may visit the stand but will not have access to its facilities or be allowed to crowd any area of the stand and its entrances.
17. Regulations can be altered at the discretion of the MTA Stand Director at any time during the event.

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CEO