



**EMAIL CIRCULAR**

**To: All tourism related companies**

**From: Marketing Department**

**Date: 29 November 2018**

**Ref: MMPRC-MKS/CIR/2018/41**

**Re: OTM 2019 - Mumbai, India**

Total no. of Pages: 02

Dear Sir/Madam,

We are pleased to inform you that the Maldives Marketing and Public Relations Corporation (MMPRC) with the Tourism Industry of the Maldives will be participating at OTM 2019 (OneWorld Travel Market) to be held in Mumbai, India from **23 - 25 January 2019**.

Those who are interested in taking part in this exhibition with MMPRC, please fill in the attached Co-Exhibitor Registration Form and send it to MMPRC with the payment before **1500 hours on Thursday, 13<sup>th</sup> December 2018**. Registration forms received by email without the payment will NOT be accepted.

Should you wish to receive an invoice in order to make the payment, please request in writing along with the completed registration form. Or else you can consider the Co-Exhibitor Registration Form as an invoice.

**1. Participation fee**

All the registration forms should be submitted along with the Co-Exhibitor Registration Fee. The registration fees for different establishments are mentioned in the table below.

**Fee structure**

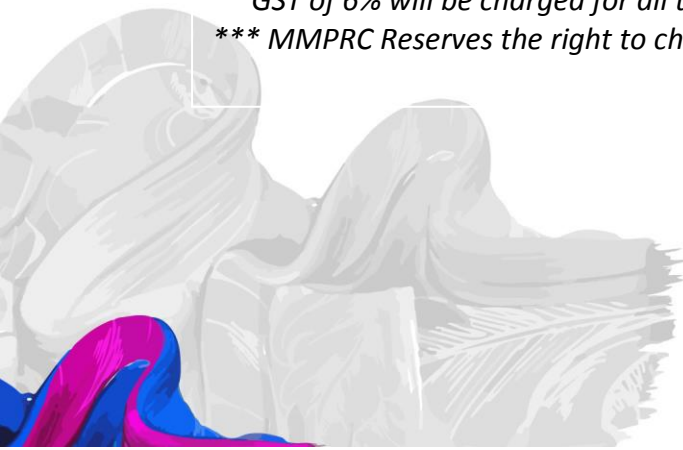
**Co – Exhibitor’s Fee Structure for Promotional Fairs**

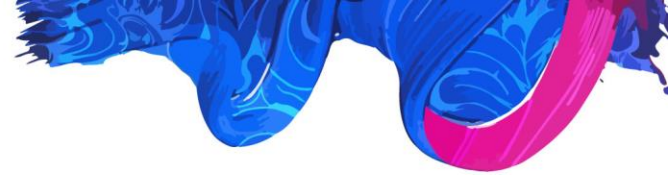
Type of Establishment	Participation Fee per Exhibition	Table Booking Fee Per Co- Exhibitor per Table	Late Entry Fee (USD)
Resort / Hotels	USD 1000	USD 1000	USD 500 per Co-exhibitor
Safari Vessels	USD 500	USD 1000	
Guest Houses	USD 500	USD 1000	
Travel Agents	USD 500	USD 1000	
Drive Operators	USD 500	USD 1000	
Transfer Companies	USD 500	USD 1000	
Picnic Islands	USD 500	USD 1000	
Others	USD 500	USD 1000	
Foreign Tour Operators	USD 1000	USD 2000 per Co-exhibitor per Table	USD 1000 per Co-exhibitor
Foreign Travel Agents	USD 1000		

*\* In order to ensure the quality of Maldives stand, it is highly recommended to limit the number of participants from each MEMBER to two (2).*

*\*\* GST of 6% will be charged for all the fees above.*

*\*\*\* MMPRC Reserves the right to change the fee structure.*





## 2. Late Entry:

- Applications received after the deadline will be accepted and processed with a late entry fee as stated in the Table 1.
- As we also have to abide by the rules and regulations of the fair Organisers, MMPRC will not take the responsibility for the listing in the fair catalogue and the badges for the late registrations.
- MMPRC shall not be liable incase co-exhibitor entitlements (such as counter space, shipment of promotional materials, etc.) are not full filled due to late registration.

## 3. Payment Method:

- Payments can be made in US dollars or equivalent of Maldivian Rufiyaa @ 15.42 MRF/1.00 USD. Cheques should be drawn in favour of the “Maldives Marketing and Public Relations Corporation Ltd”.
- Overseas Payments should be transferred to the following Bank account:
  - Bank: Bank of Maldives PLC
  - Address: BML Building 11/ Boduthakurufaanu Magu, 20094 Male’, Maldives
  - Beneficiary: Maldives Marketing and Public Relations Corporation Ltd
  - USD Account No. 7701-700719-001
  - Swift Code: MALBMVMV
- All transfer payments will ONLY be deemed received once the full participation fee amount is realized to our bank account. All transfer payments will ONLY be accepted with bank charges and this should be included along with the participation fee.
- Participation Form will ONLY be accepted along with the full payment and with a copy of the TT. The TT should clearly mention the name of the participating company.
- Confirmation of participation will only be given upon receipt of full payment. Please ensure to collect the payment receipt for the payment.

## 4. Cancellation:

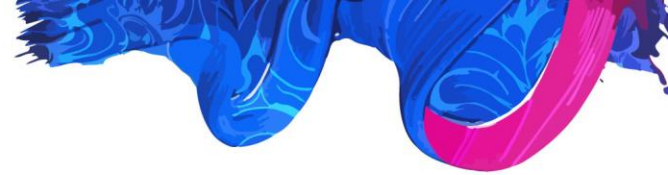
- All cancellation must be made in writing.
- No refund will be made for cancellations after the registration is confirmed.
- All payments are non-refundable and non-transferable to other fairs.

## 5. Others

- MMPRC strictly restricts entrance and use of Maldives stand during the show dates by non-registered companies/representatives for the fair and non-members of MMPRC. Such parties will be advised to leave the stand immediately. Any sort of arrangement whatsoever to settle the payment after the show dates will not be accepted by MMPRC.
- To ensure the quality of the Maldives Stand, it is highly recommended to limit the number of participants from each company to two (2).
- Please ensure that MMPRC membership of your Company for the year 2019 has been renewed.
- All correspondences regarding the fair after registration will be sent to the contact details provided in the registration form. Should there be a change in contact details, please inform MMPRC immediately.

If you need any further clarification, please contact Reesha Rasheed ([reesha@visitmaldives.com](mailto:reesha@visitmaldives.com)) on 332 3228.

Thanking you for your co-operation at all times in promoting the MALDIVES... the Sunny Side of Life.



**CO-EXHIBITOR REGISTRATION FORM**

Please complete and submit the form **WITH PAYMENT** to the Maldives Marketing and Public Relations Corporation Ltd. before **1500 hours on Thursday, 13<sup>th</sup> December 2018.**  
**Incomplete Forms will NOT be accepted.**

Event Details					
Event:	OTM 2019				
Dates:	23 - 25 January 2019				
Venue:	Bombay Exhibition Centre, Goregaon East, Mumbai, India				
Company Details [For Catalogue Entry]					
Membership Name:					
Contact Name:		Designation:			
Postal Address:		Website:			
Email:		Phone:		Fax:	
Correspondence Details [All correspondences regarding the fair will be forwarded to this contact]					
Name:		Designation:			
Email:		Phone:		Fax:	
Participant Details*					
	Name	Designation	Phone	Fax	Passport No.
01					
02					
Additional Participant Details**					
	Name	Designation	Phone	Fax	Passport No.
01					
02					

**Important Note:**  
Please ensure that you have paid the membership fee for 2019

Please attach the following where applicable  
 Payment (Cheque/Cash/TT copy)  
 Passport Copy (if submitting for the first time)  
 Work permit (expatriates only)

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Place and date

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Stamp and legal Signature of the Company

