

EMAIL C I R C U L A R

To: All tourism related companies

From: Marketing Department

Date: 1st December 2018

Ref: MMPRC/CIR/2018/46

Re: ITB Berlin 2019 | Germany (6th - 10th March 2019)

Total No. of pages including cover: 04

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 ITB Berlin 2019 to be held in Berlin, Germany from 6th - 10th March 2019.

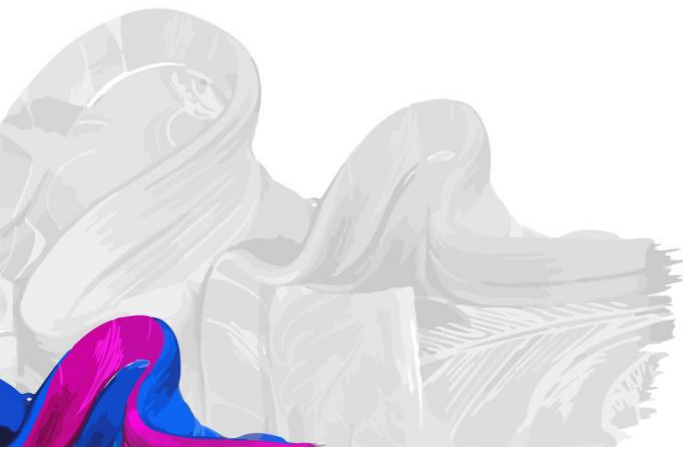
Those who are interested in taking part in this exhibition with MMPRC please fill in the below Co-Exhibitor Registration Form and send it to MMPRC with the payment **before 1500 hours on Monday, 17th December.**

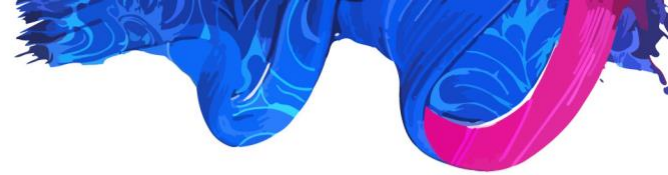
Opportunity to pre-book your own meeting table by paying an additional fee will also be available this year. Please take note that a separate circular will be sent opening invitation to pre-book your own private meeting table(s).

Please note that all the application forms should be submitted along with the Co-exhibitor Registration Fee. The registration fees for different establishments are mentioned in the table below. This fee includes registering 2 representatives per company. A fee of USD 212.00 (including GST 6%) should be paid for each additional representative per company. Please ensure that each and every representative is registered under MMPRC before attending the fair.

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.

- The registration fee includes registering 2 representatives per company. A fee of USD 212.00 should be paid for each additional representative per company. Please ensure that each and every representative is registered under MMPRC before attending the fair.

Application forms sent by email and application forms received without the payment will not be accepted. To ensure the quality of the Maldives Stand, it is highly recommended to limit the number of participants from each company to two (2).

1. Late Entry:

Applications received after the deadline **before 1500 hours on Monday, 17th December** will be accepted and processed with a late entry fee as follows

- Resorts / Hotels/ Safari Vessels/Guest Houses/Travel Agents/Dive Operators/Transfer Companies/Picnic Islands/Others: USD 530.00 (including GST)
- Foreign Tour Operators / Foreign Travel Agents: US\$ 1,060.00 (including GST)

2. Payment Method:

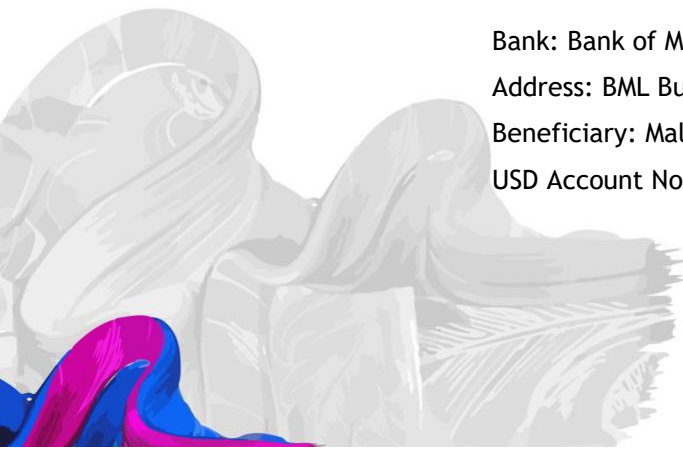
- Payments can be made in US dollars or equivalent of Maldivian Rufiyaa @ 15.42 MRF/1.00 USD. Cheques should be drawn in favour of the “Maldives Marketing and Public Relations Corporation Ltd”.
- Overseas Payments should be transferred to the following Bank account:

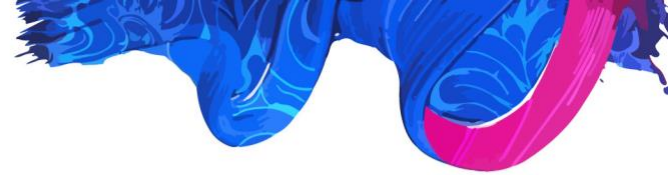
Bank: Bank of Maldives PLC

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

- Please note that all transfer payments will **ONLY** be deemed received once the full participation fee amount is realized to our bank account.
- Please note that 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.
- Should you wish to obtain an invoice for the participation, please request in writing along with the completed participation form. Or else you can consider the Co-exhibitor Registration Form as an invoice.
- Confirmation of participation will only be given upon receipt of full payment. Please ensure to collect the payment receipt for the payment.

3. Cancellation:

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

4. Others

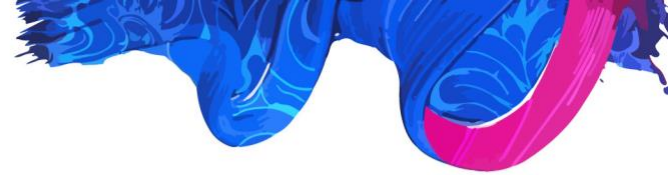
- Please note that MMPRC strictly restricts entrance and use of Maldives stand during the show dates by non-registered companies/representatives for the fair and non-members of MMPRC. Such parties will be advised to leave the stand immediately. Any sort of arrangement whatsoever to settle the payment after the show dates will not be accepted by MMPRC.
- 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.
- 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.

If you need any further clarification, please contact Ms Reena Abdul Wahid on 332 3228 or reena@visitmaldives.com.

Thanking you for your co-operation at all times in promoting the MALDIVES.

*(*Electronic Mail sent without signature)*





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 Monday, 17th December.**

Incomplete Forms will NOT be accepted.

Event Details	
Event:	ITB Berlin 2019
Dates:	6 th - 10 th March 2019
Venue:	Messe Berlin GmbH, Messedamm 22, D-14055 Berlin, Germany

Company Details [For Catalogue Entry]			
Registered Membership Name:			
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					

Important Note:

Please ensure that you have paid the membership fee for 2019

Please attach the following where applicable

- Payment (*Cheque*)
- Passport Copy (*if submitting for the first time*)
- Work permit (*expatriates only*)

Place and date

Stamp and legal Signature of the Company

