

EMAIL CIRCULAR

To: All tourism related companies

From: Marketing Department

Date: 7<sup>th</sup> October 2019

Ref: MMPRC-MKS/CIR/2019/16

Re: WTM LONDON 2019, London, United Kingdom - Reserving Designated Meeting Tables

Total No. of pages including cover: 06

Dear Sir/Madam,

We are pleased to open the opportunity for the industry partners to pre-book designated meeting tables at the Maldives stand in WTM London to be held in London, United Kingdom from 4<sup>th</sup> November to 6<sup>th</sup> November 2019.

Those who pre-book meeting tables will have the additional benefit of choosing their counter in the preferred location. Meeting tables and counters can be chosen on first come first served basis.

1. Table booking Fee

**Basic Participation Fee + Reserving Private Meeting Table**

If you have already registered for the fair, you will ONLY need to pay for reserving the Meeting Table.

	Basic Participation Fee (USD \$)	Fee for reserving the Private Meeting Table (USD \$)
Resorts / Hotels	1,060.00	1,060.00
Safari Vessels/Guest Houses/Travel Agents/Dive Operators/Transfer Companies/Picnic Islands/Others	530.00	1,060.00
Foreign Tour Operators / Foreign Travel Agents	1,060.00	2,120.00

All above fees are inclusive of GST of 6%

The above-mentioned fee is for 2 delegates per company. Additional delegate will be charged USD 106.00 (including GST) when reserving a Private Meeting table.

**Package Description:**

- Guaranteed individual meeting unit to conduct B2B meetings assigned for the company (you get to choose your space on first come first serve basis)



- Each meeting unit consists of 1 Meeting Table and 4 Chairs with allocated meeting space co-branded with the company name board
- The opportunity to choose the counter space, one space will be allocated for a company
- International freight for up to 20kgs of promotional materials from Male' to London.

Interested parties are requested to complete the attached the Table Reserving Form and send it to MMPRC together with the payment **before 1500hrs on Wednesday, 16<sup>th</sup> October 2019.**

As there are limited designated private meeting tables, tables will be sold on **first-come-first-serve basis**. Please note that each and every representative should be registered with MMPRC prior to attending the show.

Registration forms sent by email without the payment will NOT be accepted.

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

## 2. Late Entry:

- Applications for WTM London participation received after the registration deadline (**after 1500hrs on Tuesday, 5<sup>th</sup> September 2019**) will be accepted and processed with a late entry fee as follows, **subject to availability**:
  - 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)

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 in case 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



- 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 and invoice number.
- 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.

#### **4. 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.

#### **5. 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 Organizers, 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 **Musthageema Iqbal** ([Musthageema@visitmaldives.com](mailto:Musthageema@visitmaldives.com)) on **+960 332 3228** or visit our website: <https://visitmaldives.com/corporate/event/wtm-2019/>

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

Kind regards,

*(\*Electronic Mail sent without signature)*

## CO-EXHIBITOR REGISTRATION & TABLE BOOKING FORM

Please complete and submit the form **WITH PAYMENT** to the Maldives Marketing and Public Relations Corporation Ltd. **before 1500hrs on Wednesday, 16<sup>th</sup> October 2019**

**Incomplete Forms will NOT be accepted.**

Event Details	
<b>Event:</b>	WTM London 2019
<b>Dates:</b>	4 <sup>th</sup> November - 6 <sup>th</sup> November 2019
<b>Venue:</b>	<b>ExCeL London</b> 1 Western Gateway, Royal Victoria Dock London Docklands, E16 1XL

Company Details [For Catalogue Entry]			
<b>Membership Name:</b>			
<b>Name:</b>		<b>Designation:</b>	
<b>Postal Address:</b>		<b>Website:</b>	
<b>Email:</b>		<b>Phone:</b>	<b>Fax:</b>

Correspondence Details [All correspondences regarding the fair will be forwarded to this contact]			
<b>Name:</b>		<b>Designation:</b>	
<b>Email:</b>		<b>Phone:</b>	<b>Fax:</b>

Participant Details*					
	Name	Designation	Phone	Fax	Passport No.
<b>01</b>					
<b>02</b>					

Additional Participant Details**					
	Name	Designation	Phone	Fax	Passport No.
<b>01</b>					
<b>02</b>					



Participation Options	Description	Amount US\$	Tick (☐)
<b>1</b>	<b><u>Basic Participation Fee</u></b>		
1.1	Resorts / Hotels / Foreign Tour Operators / Foreign Travel Agents: US\$ 1060.00 (including GST)	1060/-	<input type="checkbox"/>
1.2	Safari Vessels/Guest Houses/Travel Agents/Dive Operators/Transfer Companies/Picnic Islands/Others: US\$ 530.00 (including GST)	530/-	<input type="checkbox"/>
<b>2</b>	<b><u>Table Booking Fee</u></b>		<b>No. of Tables (to be filled by Participant)</b>
2.1	Resorts / Hotels: USD 1,060.00 (including GST) Safari Vessels/Guest Houses/Travel Agents/Dive Operators/Transfer Companies/Picnic Islands/Others: USD 1,060.00 (including GST)	<input type="checkbox"/> 1,060/-	<b>Allocated Table No (s). (To be filled by MMPRC)</b>
2.2	Foreign Tour Operators / Foreign Travel Agents: USD 2,120.00 (including GST)	<input type="checkbox"/> 2,120/-	

<p>If you choose to Reserve a Private Meeting Table;</p> <ul style="list-style-type: none"> <li>- Kindly, please write your preferred Table Nos.</li> <li>- Table Nos. are mentioned in the attached Floor Plan. (Tables will be allocated on First-Come-First-Serve Basis)</li> </ul>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						
<p>Do you require a counter space?</p> <p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	<p><b>To be filled by participant</b></p>						
<p><b>COUNTER SPACE FOR PARTICIPANTS PURCHASING TABLE</b></p>							
<p>Kindly write your preferred counter space number.</p> <ul style="list-style-type: none"> <li>- Opportunity to select the counter space will be given for partners who purchase a table.</li> </ul>	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>						

Please attach the following where applicable

**Important Note:**

Please ensure that you have paid the membership fee for 2019

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

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Place and date  
Company

-----  
Stamp and legal Signature of the

For Official Use

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Sold Table Marked in Website: -----

Names

Date

Signature: -----