

A) BOOTH SELECTION:

- Custom-Built Stand Scheme** :(Done by official contractor, additional cost applies)
(Application deadline for Custom-built Stands prior approval: 1st Mac 2025)

Stand size (all measurements can only be made in 3 x 2.5 m units) _____ sqm

Stand measurements (all measurements can only be made in 2 m units)

Depth _____ m x width _____ m

- Upgraded Stand Scheme:**

Stand size (all measurements can only be made in 3 X 2.5 m/unit)

1 unit 2 unit 3 unit 4 unit _____ unit

- Standard Stand Scheme:**

Stand size (all measurements can only be made in 3 X 2.5 m/unit)

1 unit 2 unit 3 unit 4 unit _____ unit

Booth Description:

i. **Standard Stand Scheme – (2.5m x 3m):**

- **Inclusions:**
 - Basic lighting.
 - Two bookshelves.
 - One table, one chair, and one wastepaper basket.
 - **One free pass** per booth

ii. **Upgraded Stand Scheme – (2.5m x 3m):**

- **Inclusions:**
 - Basic lighting.
 - Two bookshelves.
 - One table, one chair, and one wastepaper basket.
 - **One free pass** per booth
 - Modifications and additional furnishings are provided exclusively by the **official contractor** with additional cost.

iii. **Custom-Made Booth:** (additional costs apply).

- The organizer must approve custom design layouts.
- Modifications and additional furnishings are provided exclusively by the **official contractor**

iv. **Exhibitor Passes:**

- **One free pass** per booth.
- Additional passes can be purchased at **USD 5/pass**.

B) BOOTH RATES FOR FOREIGN EXHIBITOR

	Room/Hall	Business Hours	Per Booth (USD)	Rate Status	Payment Options
Level 2	LEGAR PUTRA	10:00a.m.-10:00p.m	1,200.00	Early bird rate	Payment by 28 th February 2025
			1,450.00	Normal rate	Payment from 1 st March to 1 st April 2025

Number of booth(s) required:

Category of Applicant	No. of Booth	Rate per Booth	Total (USD)
Foreign Exhibitor			

Booking is opened only from 1st January 2025.

The completed registration form must be send via email to klibf.malaysia@gmail.com before 28th of February 2025. Payment in full must be received before the designated dates given in the payment options 2025.

The confirmation of booking is based on “**FIRST COME FIRST SERVE** “ basis.

Payment should be made to the given details:

MAJLIS BUKU KEBANGSAAN MALAYSIA

Bank Name : PUBLIC BANK

Account Number: 3138945012

SWIFT Code : PBBEMYKL

We hereby apply as an exhibitor for Kuala Lumpur International Book Fair 2025 and declare that the information given is true. We also agree to abide by the General Terms and Conditions stipulated in the Kuala Lumpur International Book Fair 2025 as listed overleaf. We understand that upon acceptance, this application become a legally binding contract under the terms and conditions contained overleaf which we have read, understood and accepted. We agree to fully comply with said terms and conditions without reservation and restriction, and we relinquish any claims against the organiser. In making this application, we agree to participate and comply with the terms and conditions in the exhibitor manual and any other subsequent circulars from the organiser, which we understand form parts of this contract.

Exhibitor Confirmation:	FOR OFFICIAL USE ONLY
Date :	Date:
Company Name :	Ref.:
Signatory :	Authorised signatory:
Designation :	Remarks:
Signature & Company Stamp :	

C) Please send the COMPLETED REGISTRATION FORM and payment in full to the organizer at:

MAJLIS BUKU KEBANGSAAN MALAYSIA (NATIONAL BOOK COUNCIL OF MALAYSIA)

Ministry Of Education, Level 1, Block 2251, Bangunan Mustapha Kamal, Jalan
Usahawan 1, 63000 Cyberjaya, Malaysia.

Contact person:

+6019-216 2806 (Amran),

+6019-250 5011 (Shahrin),

+603-4042 0066/0099 (Office)

E-mail: klibf.malaysia@gmail.com

cc to : mbkm@moe.gov.my

For office use:

No. of Booth(s) Booked		REMARKS
Date of Application Received		
Cheque No./Bank		
Amount		
Received by		
Invoice No.		
Receipt No.		

D) EXHIBITOR'S PROFILE

(COMPULSORY)

(A brief introduction to each exhibitor will be displayed in the KLIFB Apps).

Please complete the following details and send the profile via fax to the organizer **+603 8321 7012** or via e-mail to klibf.malaysia@gmail.com by **28th February 2025**. Thank you for your kind attention. Your cooperation is greatly appreciated.

Please print or write in Block Letters

Name of Company/Organisation:

Contact Person: Mr./Ms.....

Designation:

Address:
.....
.....

City: **Postcode:**.....

Country:.....

Tel.: **Mobile:** **Fax:**

E-mail: **Website:**

Social Media Account:

Company/Organisation Description:
(Please write your company/organisation description in not more than 100 words)

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Note: Incomplete submission of Exhibitor’s Profile may result in your company/organisation being omitted from the book fair apps directory. The Organiser accepts no responsibility for the inaccurate information given.

E) GENERAL TERMS AND CONDITIONS

The Organiser of the Kuala Lumpur International Book Fair is the National Book Council of Malaysia. The organiser welcomes participation from both local and international companies and government statutory bodies involved in publishing and other book-related industries. All members of the Malaysian Book Exporters and Importers Association (MBEIA), Malaysian Booksellers Association (MBA), Malaysian Book Contractors Association (PKBM), Malaysian Book Publishers Association (MABOPA), Malaysian Scholarly Publication Council (MAPIM), Malaysian Bumiputra Industry Book Association (PIBM), Malaysian Book Industry Chambers (MBIC) shall enjoy membership privileges in terms of special booth rental rates.

1. Booth

Rental & Payment

Booth rental for each category of participants are shown in the Registration Form. Payment should be made in favour of **MAJLIS BUKU KEBANGSAAN MALAYSIA** and sent to the organizer office together with the completed registration form.

Booth Specifications

A standard booth covers an area of 3m by 3m and comprises basic lighting, two bookshelves, a table, a chair and a wastepaper basket. Changes to the basic booth structure and design are subject to the Organiser's approval and can only be done by the official contractor. Additional fittings and furnishing, for which there will be separate charges, shall be provided by the official contractor only.

Booth Allocation

International exhibitors will be given prime booth locations, especially near the Country Focus and State Focus areas. The Organiser shall have the absolute right with regards to the number of booths allocated to each of the exhibitor. The Organiser will allocate booth location to exhibitors.

Both in clusters pre-designated in all halls. Completed forms are to be submitted together with full payment to secure bookings. Registration will be closed once enough applications for each cluster have been filled up.

Cancellation

Should the Exhibitor decide to cancel participation or reduce the total number of booths once the application has been submitted, the following charges will be deducted from the payment made by the Exhibitor and the rest of the total payment will be refunded within 15 days of cancellation to the Exhibitor.

- **Before 1st April 2025 : 50% of the total payment will be deducted**
- **After 1st April 2025 : 100% of the total payment will be deducted**

Vacant Booth

The Organiser will repossess and sell any vacant booths on the first day in the event of cancellation and withdrawal by the Exhibitors. Booth rental and payment in this case will be forfeited by the Organiser.

Display Set Up and Removal

Setting up time starts from **2.00 pm** and must be completed by **7.00 pm** on **22nd May 2025** while removal of exhibits starts from **9.00 am** and must be completed by **1.00 pm** on **2nd June 2025**.

2. Fire Policy

The Organiser shall provide an insurance cover for fire risks on stock in trade only. The insured sum shall not be more than RM10,000,000.00 (Ringgit Malaysia: Ten Million) only.

3. Opening Hours

The opening hours are as follows:

Legar Putra, Rooms (Mawar, Kelantan, Johor-Kedah, Pulau Pinang, Perlis and Perak) Tun Hussein Onn Hall, Tun Dr Ismail Hall, Tun Razak Hall 3, Tun Razak Hall 4 and Plaza Merdeka:

Time: **10.00 am to 10.00 pm**

The exhibitors must ensure that their **booths shall remain open during opening hours.**

4. Company Name on the Exhibition Booth and Exhibition Directory

Exhibitors' company names as stated in the application will be printed on booth fascia's and exhibition guide map. The name that shown on the booth fascia/decoration (for custom built stands) and the exhibition directory must be the same. Exhibitors who wish instead to show a brand/publication name or group company name on their booth fascia/decoration and exhibition directory instead of their company name, **MUST** first request and obtain prior approval from the Organizer by providing the relevant documentation, to prove that the exhibitor's company is the brand/publication owner or is appropriately licensed thereby, or is a member of the same group of companies as the exhibitor, at least 2 months before the commencement of the Exhibition.

The Organizer reserves the right NOT to accept any exhibitors' request if the documents submitted cannot, in the Organizer's absolute discretion, substantiate the brand/publication ownership or licensee/group company relationship. No display of brands/publication names or other company names on booth fascia's/decorations is permitted save where the exhibitor has complied with this paragraph, and the Organizer reserves the right to request exhibitors to change their booth fascia/design or amend the booth decoration in case of non-compliance.

5. Sub-Letting Policy

i. Prohibition on Sub-Letting

- Exhibitors are strictly prohibited from sub-letting or sharing their allocated space with any third party.
- In the event of a breach of this prohibition, the organizer reserves the right to:
- Require the immediate removal of all third-party business cards, promotional materials, and exhibits from the booth at the exhibitor's own expense.
- Impose a ban on the exhibitor's participation in all future KLIBF events.

ii. Permissible Third-Party Representation

- Exhibitors may engage in the following activities, provided they secure prior written approval from the organizer.
- Promote, distribute, or display exhibits, printed materials, or graphic content bearing the name of: A wholly-owned subsidiary. A third-party company with which the exhibitor has a formal agreement, appointing the exhibitor as an agent or distributor. Allow employees of such subsidiaries or third-party companies to solicit business at the exhibitor's space.

iii. Approval Process

- Exhibitors must submit a written request to the organizer at least three (3) months before the commencement of the exhibition to seek approval for these activities.

- The written request must include documentation verifying the relationship between the exhibitor and the subsidiary or third-party company
- This policy ensures the integrity of the exhibition and fair opportunities for all participants while maintaining strict compliance with event guidelines.

6. **Guidelines for the Fair Exhibits**

• **Display/Selling Items**

Acceptable exhibits should be books, multimedia products relating to literary works and audio-visual publishing (such as educational software, electronic dictionaries, audio-visual learning aids, digital publishing, electronic books, music/film recordings, etc.) and stationery. At least 60% of the display area of each booth must be occupied by exhibits relating to the relevant product section where the booth is located. Exhibitors can only display/sell books, periodicals or magazines at the racks. All non-book items such as multimedia products, arts & crafts, stationery, non-printed learning aids, etc. should be separately located in the relevant product sections.

7. **The following products are STRICTLY PROHIBITED from being at the KLIFB:**

- offensive and dangerous articles
- LGBTQ+ or related materials/books.
- obscene and indecent articles
- products that are in the Organizer's view irrelevant to the exhibit profile of the KLIFB (e.g. clothing & accessories, food and beverages, household appliances, cosmetics, umbrellas, toys, electronic games consumer electronic products other than e-book readers or electronic translators and audio equipment)
- products that are in the Organizer's view incompatible with the image of the KLIFB

If any exhibitor would like to distribute/sell some souvenirs and gift items in promoting the main exhibits, such products should not exceed 10% of the booth area. The list of souvenirs and gift items should be submitted to the Organizer at least one month before the opening of the Fair for approval and may only be exhibited after approval thereof.

8. **Unsuitable Publications**

The Exhibitor shall ensure that titles and exhibits prohibited by Malaysian laws are not displayed to the public. The Exhibitor shall indemnify the Organiser against all expenses incurred in the removal of the said exhibits. The exhibitor shall further indemnify the Organiser against all claims for compensation by the aggrieved party.

• **Security and Safety**

The Organiser shall reserve the right to limit any constructions or demonstrations that pose as potential safety hazards. Inflammable materials are strictly prohibited in the hall.

• **Cleanliness**

Exhibitors are fully responsible for keeping their booths clean during the fair. Exhibitors are only allowed to litter the unwanted things/garbage at the garbage disposal area.

• **Exhibitor Pass**

Exhibitor Passes are required for entry to the venue during booth setup, dismantling, and throughout the exhibition period. For safety reasons, passes should only be distributed to authorized working staff.

- **Allocation:** One passes are provided free of charge per booth.
- **Additional Passes:** Can be purchased at **USD 5 per pass.**

9. **Enforcement of Regulations**

During the exhibition period, any exhibits found to be non-compliant with the stated requirements will be subject to immediate action by the organizer. The organizer reserves the right to:

- i. **Cease Activities:** Prohibit the exhibitor from displaying, showcasing, selling, or distributing the non-compliant products at the fair.
- ii. **Termination of Participation:** Immediately terminate the exhibitor's participation in the event without any entitlement to compensation.
These measures are final and binding, ensuring the integrity and professionalism of the fair.

10. **Special Provision**

The Organiser reserves the right to amend and make changes when deemed necessary.

11. **Disclaimer**

The Organiser shall not be liable to any claims for compensation by the Exhibitors in the event the Fair is suspended or cancelled due to floods, fire, power failures, riots, order from the Government or any disruptions beyond the control of the Organiser.

12. **Promotional Events**

Guidelines for Publicity and Promotional Events

Exhibitors planning to organize publicity or promotional events within their booths that may attract significant crowds must adhere to the following guidelines:

1. **Application Requirements:**

- A written application must be submitted to the organizer at least **one month prior to the start of KLIBF**.
- The application must include full details of the proposed event, such as:
 - Nature and purpose of the event.
 - Names of participants involved.
 - A detailed description of the planned activities.

2. **Approval Conditions:**

- The organizer reserves the right to:
 - **Reject the application** if the proposed event does not align with the image of KLIBF, poses public safety risks (e.g., crowd control issues), or is deemed unsuitable for the exhibition period.
 - Request modifications to the proposed event and require a **revised application** for reconsideration.

3. **Licensed Events:**

- For events such as using musics that requiring licenses:
 - Exhibitors must secure the appropriate licenses from relevant authorities **before the exhibition**.
 - Unlicensed events are strictly prohibited.

4. **Enforcement and Termination:**

- a. Work of any kind carried out at the Exhibition Venue must conform to the current local laws and regulations in force in Malaysia and those specified by the Organizer. This applies to the Exhibitor, its agents, contractors and subcontractors. All of the Exhibitors' staff /workers should have valid identification certificate or valid visa for foreign workers. The Organizer

reserves the right to stop any work which contravenes with any of these laws and regulations and the Exhibitor shall have no claim against the Organizer or its agents for any losses or damages relating thereto.

- b. If an exhibitor fails to comply with the above rules or the directions of the Organizer, the Organizer reserves the right to penalize such exhibitor, including but not limited to by delaying such exhibitor's turn in selecting a stand for the KLIBF in the following year, or to cancel its entitlement to exhibit in future at the KLIBF.
 - o This includes events held within booths or public areas.Exhibitors are advised to ensure all events are compliant to maintain a safe and professional environment at KLIBF.

13. Publicity, Materials, and Event Regulations

i. Staff Responsibility and Crowd Management

- Exhibitors are required to provide adequate staff to maintain order at their booths and during any publicity or promotional events.
- In the event that an exhibitor's activity results in excessive crowding disrupts the flow of traffic, or interferes with the operations of neighbouring exhibitors, the organizer reserves the right to:
 - Relocate the event to a different location deemed appropriate by the organizer.
 - Immediately terminate the event without prior notice or compensation.
- 1.3 Any events conducted without prior written approval or in violation of these Terms and Conditions, or any other conditions imposed by the organizer, may be banned at the sole discretion of the organizer.

ii. Distribution of Publicity Materials

- The distribution of publicity materials is restricted to the exhibitor's designated booth area.
- Exhibitors are strictly prohibited from engaging in the following activities:
 - Distributing promotional materials outside their booth area.
 - Utilizing mascots, "sandwich men," or any other means of canvassing outside their designated booth.
 - Placing exhibits or advertising signs beyond the boundaries of their booth.

iii. Restrictions on Decorations and Attachments

- Exhibitors are prohibited from:
 - Hanging any promotional materials, such as buntings or posters, on fascia boards.
 - Affixing stickers, posters, or any other items to the walls or structures of the WTC KL.

iv. Prohibited Items and Noise Control

- The use of **gas-filled balloons** is strictly prohibited under all circumstances.
- Audio-visual equipment may only be operated at noise levels that do not cause disturbance to neighboring exhibitors or visitors.
- Public announcement systems (P.A. systems) are not permitted within any exhibitor's booth area.
- These regulations are enforceable under the sole authority of the organizer. Non-compliance may result in penalties, including the immediate cessation of activities or exclusion from future events.


14. Official Freight Forwarder for Kuala Lumpur International Book Fair (KLIBF) 2025

DSV Solutions (DC) Sdn. Bhd. has been appointed as the **official freight forwarder** for the **Kuala Lumpur International Book Fair (KLIBF) 2025**. Exhibitors requiring professional logistics support, including freight forwarding, customs clearance, and on-site handling, are encouraged to coordinate with the appointed forwarder:

Irene Leow

Director (Fairs & Events)

 **DSV Solutions (DC) Sdn. Bhd.**

 **+603 7841 8888 (Office) | +6012 297 7377 (Mobile)**

 irene.leow@dsv.com

 www.dsv.com

 **Company Address:**

No.2, Block B,
Jalan Bumbung U8/90,
Seksyen U8,
Perindustrian Bukit Jelutong,
40150 Shah Alam, Selangor, Malaysia.

- Exhibitors also have the option to engage their freight forwarder should they prefer. For further information or assistance, don't hesitate to get in touch with the KLIBF 2025 organizing team.

F) Consent of the rules and regulations.

Agrees By

.....
(COMPANY NAME/COMPANY STAMP)

Signature

Name: _____ :

Date: _____ :