

EXHIBITOR MANUAL

SIGMA2019

27-29th November

Dear Exhibitor/Sponsor,

SIGMA and MFCC are delighted to present you with this Exhibitor Manual which will guide you in the preparation, management, operation and organization of your stand. The manual will help you to achieve a smooth-running event and allow you to focus all your efforts on promoting your business during the expo.

This Manual contains comprehensive technical information to help you plan a successful expo and to assist you in a smooth, trouble free run-up to the expo.

All the contents of the manual are essential to a successful event. Make sure that you have gone through it all and identified and understood clearly all the various aspects, including how they affect your event and the way it will function.

The first section contains some important general information about the exposition, such as different contact details, the SIGMA agenda, the build-up & breakdown timetable and some processes to follow to assure a smooth event.

Section 2 of this Manual is a summary of our requirements. It is essential that you provide us with all the information which we need – as only those participants who have been pre-registered will be permitted entry to the Expo premises. To make sure that you provide us with all this information, follow all the clauses stipulated in Section 2.

The Sections on Health & Safety and Insurance (Section 3) are particularly important due to their impact on the well-being of participants and for legal and regulatory compliance purposes. Please make sure you take your time to read these Sections carefully.

Deadline Dates, which are illustrated on the Forms attached to this Exhibitor Manual, are critical and non-negotiable. Please make sure you meet the stipulated deadlines. Meeting these deadlines will surely save you and your company, time, inconvenience, and any applicable surcharge for late orders.

Whilst this Exhibitor Manual is intended to answer all your questions, it does not replace our personal service. Our staff are always pleased to answer any questions, explain any rule, discuss a procedure, assist in technicalities or offer any special assistance that you may require. Please contact us if you need help.

We look forward to working with you.

Anita Mifsud
CEO
Malta Fairs & Conventions Centre

Eman Puliis
Founder and CEO
SIGMA

INTERPRETATION OF TERMS

Throughout this Exhibitor Manual, the following terms shall have the following meaning:

Agreement:	The Exhibitors/Sponsors agreement entered into between the Organiser and the Exhibitors or Sponsors, affirming the obligation for all the parties involved (such as the MFCC, stand consultants etc...) and incorporating several conditions of participation.
Expo/Event:	Expo/Event for which the Exhibitors/Sponsors agreement has been made.
Organiser:	SIGMA – Summit of iGaming in Malta.
Venue Owner:	Malta Fairs & Conventions Centre Ltd. and their employees.
Undertaking:	Any natural or legal person, any corporate or incorporate body pursuing an economic activity on a continuing basis, including companies, partnerships, firms, associations and individuals.

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Section 1

GENERAL EXHIBITOR INFORMATION

1.1 Your EXPO Management Team

1.1.1 SIGMA TEAM – The organisers

For the exhibition and general Information, please liaise directly with your own Account Manager:

Contact	Title	Email Address	Contact No.
Oliver DeBono	COO & Account Manager	oliver@sigma.com.mt	00356 77773092
Sophie Crouzet	Events Director & Logistics	sophie@sigma.com.mt	00356 77773093
Roberta Farrugia Nicholls	Account Manager	roberta@sigma.com.mt	00356 79005050
Petra Maria Poola	Account Manager	petra@sigma.com.mt	00372 56675050
Marketa Bartořova	Account Manager	marketa@sigma.com.mt	0035677082693
Hamza Afifi	Account Manager	hamza@sigma.com.mt	00356 99692060
Denitsa Yordanova	Account Manager	denitsa@sigma.com.mt	0035677145225

For Logistics and Suppliers Information, please liaise directly with:

Contact	Title	Email Address	Contact No.
Karl Borg	Logistics Manager	info@karlborgevents.com	00356 99497672

1.1.2 MFCC TEAM – The venue

For Venue Information, please liaise directly with:

Contact	Title	Email	Contact No.
Anita Mifsud	CEO	anita.mifsud@mfcc.com.mt	00356 99041037
Marvin Degiorgio	Operations Manager	marvin.degiorgio@mfcc.com.mt	00356 99141453
Jessica Camilleri	Sales & Project Coordinator	jessica.camilleri@mfcc.com.mt	00356 99484028
Sara Jimenez	Senior Technical Designer	sara.jimenez@mfcc.com.mt	00356 99345323
Vince Bonnici	Logistics Coordinator	vince.bonnici@mfcc.com.mt	00356 9922 1132
Claire Goodlip	Logistics Coordinator	claire.goodlip@mfcc.com.mt	00356 7935 3551
Vince Mifsud	Head of Security and Health & Safety	stuart.gardner@mfcc.com.mt	00356 99054639
Nicholas Debono	Health & Safety Officer	abdsafety@gmail.com	00356 99874581

1.1.3 Official Stand Consultants

Contact	Title	Email	Contact No.
Sara Jimenez Senior Technical Designer	Malta Fairs & Conventions Centre	info@mfcc.com.mt sara.jimenez@mfcc.com.mt	00356 99345323
Godwin Caruana Director	Sign IT	godwin@signit.com.mt	00356 99425141
Damian Casapinta Director	Casapinta Design Group Ltd.	damian@casapinta.com	00356 99427478

Jean Pierre Mizzi Director	Big Exhibits Ltd.	jean@bigexhibits.com.mt	00356 99429541
Wesley Davies	Davies Design Group	sales@maltaexpo.com	00356 21462409
Rob Ansell	Experium	rob@experiumagency.com	0044 7453 940977
Beth Canner	Incendo	beth@incendo.tv	0044 2071 909775
Dan Winning	Winning Exhibitions	dan@winningexhibitions.com	0044 2038 589878 0044 7973 770973
Nick Carter	Initial Rewards / Branded Merchandise	nick@initial.uk.com	0044 2083 813300 ext 8030
Alan Cini	Rocksteady	alan@rocksteady.com.mt	00356 79094066
Elizabeth Blake	15 Rocks Ltd	lizzie.blake@15rocksltd.com	0044 7854 758288

Kindly find [here](#) at the bottom, the portfolio of all our official stand consultants.

1.1.4 Our Official Photographer and Videographer

The official photographer is Aleksey Leonov – aleksey@sigma.com.mt or 00356 99599255– and his team. All photos will be made available online in high resolution for download to all exhibitors and sponsors at no charge.

Photography and video/audio recording of any kind are strictly prohibited in the sessions, breakfasts, luncheons and throughout the exhibition area. Report any suspected infractions to the SiGMA Management immediately so that corrective action can be taken. If possible, please get the name and affiliation of the person(s) involved from their badge.

1.2 Contact Details

1.2.1 SiGMA - Summit of iGaming in Malta

The sixth edition of SiGMA will take place between the **27th and 29th of November** at the Malta Fairs and Conventions Centre in Ta' Qali. Positioned at the cutting edge of a very competitive industry, it has evolved into the definitive iGaming showcase.

Our **EVENTS** elevate in-person interaction and networking to art form. SiGMA is also the purveyor of the latest iGaming **NEWS**, and our dynamic **CAREERS** section helps talent find its ideal match.

SiGMA
Gaming Hub
Judge Paolo Debono Str.,
Msida, MSD2032, Malta
Email: info@sigma.com.mt

1.2.2 MFCC - Expo and events office

Prior to the Expo dates, our Offices are open between Monday to Friday from 08:00 - 17:00 hours. For your convenience any queries or request for assistance may be communicated via the following email, contact numbers or address. Our Customer Care staff will direct you to the appropriate department and contact person for personalised attention.

MFCC
Millennium Stand,
Level 1, National Stadium,
Ta' Qali ATD4000, MALTA
Email: info@mfcc.com.mt Tel: +356 2141 0371

1.2.3 MFCC – THE Expo Center

Kindly refer [here](#) to see the latest updated version of the floor plan, and to view your location and stand number.

IMP: Please note that this year there will only be one official entrance to the venue (North entrance). Nobody will be allowed to use the entrance close to the Millennium Stadium.

1.3 SiGMA Event – The Agenda

Given overwhelming feedback, the SiGMA expo is taking place over three days – not two! **27-29 November 2019.** Kindly find [here](#) the full and always updated agenda

TUESDAY NOVEMBER 26th - Pre Registration

- The Malta Gaming Awards	19:00hrs – 21:30hrs
- Pre-registration & Networking drinks	18:00hrs – 22:00hrs



In order to avoid long queues on the first day of the Summit, we strongly recommend you attend the pre-registration to pick up your badges and enjoy networking drinks in the company of fellow attendees of the iGaming Industry.

WEDNESDAY NOVEMBER 27th - DAY1

-Exhibition	09:00hrs – 18:00hrs
-Conferences & Workshops	09:00hrs – 18:00hrs
-Networking Drinks	18:30hrs – 20:00hrs
-Networking events	19:00hrs – 23:00hrs

THURSDAY NOVEMBER 28th - DAY 2

-Exhibition	09:00hrs – 18:00hrs
-Conferences & Workshops	09:00hrs – 18:00hrs
-Networking Drinks	18:30hrs – 20:00hrs
-Networking events	19:00hrs – 23:00hrs

FRIDAY NOVEMBER 29th - DAY 3

-Exhibition	09:00hrs – 18:00hrs
-Conferences & Workshops	09:00hrs – 18:00hrs
-Networking Drinks	18:30hrs – 20:00hrs
-Networking events	19:00hrs – 23:00hrs
-SIGMA Closing Night	21:00hrs – 04:00hrs

1.4 Exhibitors and Sponsors Packages

1.4.1 SIGMA Packages

SIGMA offers several type of exhibiting packages - from Branding till Platinum - Kindly refer here to see the details of each exhibition packages.

SIGMA covers the cost of WIFI, power supply and the exhibition space – These packages call for a creative booth at the exhibitor's expenses. Only the Branding Package includes printing of back wall, carpeting, stools and table in the price.

When purchasing the stand space, the clients are required to construct their stand and ensure such construction has been confirmed with the organiser one month prior the event.



Carpeting is ONLY included in the original price of the Branding Packages – All the other exhibitors need to make sure that the original floor is covered with carpet or any kind of covering.

In addition to EXHIBITING PACKAGES, SIGMA is also offering sponsorship opportunities:

- SPONSORSHIP OPPORTUNITIES
- NETWORKING OPPORTUNITIES
- PRINTING OPPORTUNITIES
- ONLINE OPPORTUNITIES
- CONFERENCE OPPORTUNITIES

All design/artwork that need to be submitted by the exhibitors/sponsor is **required 30 days before the show.**

Please find more details [here](#).

1.4.2 Listing on the SiGMAGazine

All exhibitors and sponsors are entitled to a free company listing, with contact details and profile image of C-level executive on the official SiGMAPublication - SiGMAGazine.

Deadline to be included in the Magazine: **15th September 2019.**

Please ensure that any artwork to be included in the Magazine has been submitted by this date. In the event such deadline is missed, the organiser will not be liable to compensate any losses incurred.

1.4.3 SIGMA PASSES - Registration of Staff and collection of badges

Pre-register all booth personnel online no later than the 14th November, 2019.

Each booth package entitles exhibitor to a number of coupon codes, as determined by their package.


Kindly use the coupon codes sent by your account manager to register your booth personnel (employees, individuals who will be serving drinks, food, hostesses or promoters...) in order to avoid any registration charges. You may distribute any unused coupon codes to clients and guests, who may then access the show at no charge.

Kindly register [here](#).

1.4.4 Official Stand Consultants

As the EXHIBITOR is required to construct their stand, the exhibitor may outsource the booth set up to any Exhibitor-Appointed Contractors (EAC).

An Exhibitor-Appointed Contractor is a display house or Service Company who is an independent contractor (other than the SiGMA exclusive conference contractors or official supplier listed here, or on our website) who provides a service (installation, dismantling, hostesses, etc.) and needs access to your space any time during move-in/setup, exhibit hours or move-out/teardown.

 Each exhibitor must inform **its account manager cc Karl Borg** at info@karlborgevents.com, of the name, address and phone number of your stand builder except for the branding package as building is included. This is mandatory in order to coordinate setting up and dismantling logistics.

Given the huge demand for custom-built stands, we are cooperating with several Stand Construction Companies. Download the portfolio and choose your preferred contractor at [here](#).

Our official stands consultants, designers and furniture suppliers are the main contacts responsible for booth set-up, including furnishing details such as: tables, chairs, exhibit hardware, TVs, accessories, color of carpeting, etc. Please see Section 1 – 1.1 Our official stand consultants for contact details.

1.5 Booth Set Up and Layout

1.5.1 Process and Timetable

Process

The Exhibitor/Sponsor undertakes that the stand or site will be ready, and all exhibits (other than those which are small and have special value) installed and arranged for display. All arrangements in connection with exhibition must therewith be completed as per schedule listed below.



The Exhibitor/Sponsor, his employees, agents and contractors may enter the Expo grounds for the purpose of preparing the display during the work period established by the Organiser and MFCC for the Expo. Passes shall be obtained 2 days prior to commencement of set-up days.

Non-official stand builders will have access to the venue 40h before the show

Before the exhibition starts, each exhibitor, sponsor, third parties are required to send a request prior to the event for access to the venue, and for stand building purposes, to jessica.camilleri@mfcc.com.mt, with the following details:

- Name,
- Company
- Date and Time
- Stand Numbers or Sponsorship name

During: set up, the exhibition, and dismantling time, members of SiGMA or MFCC staff will be available at all scheduled times.

If Exhibitors/Sponsors require maintenance or work to be carried out on his/her stand outside the set replenishing schedules, you should immediately advise the SiGMA Representative & MFCC Operations Manager. Any maintenance or work to be carried out during abnormal hours may incur a surcharge. All Contractors and their employees shall be worn their company uniforms at all times.

Build-up & Breakdown Timetable

This Time Schedule is to be respected for a smooth and trouble-free operation and to avoid extra expenses and/or conflict with other Exhibitors.

Stand Set Up and Dismantling	Set Up Dates	Time
Exhibitors who booked space only	Tuesday 19 th November	09:00 – 20:00hrs
	Wednesday 20 th November	07:00 – 20:00hrs
	Thursday 21 st November	07:00 – 20:00hrs
	Friday 22 nd November	07:00 – 20:00hrs
	Saturday 23 rd November	07:00 – 13:00hrs
	Sunday 24 th November	07:00 – 12:00hrs

(Branding Packages & Non-official stand builders)	Monday 25 th November	06.30 – 23.00hrs
	Tuesday 26 th November	06.30 – 16:00hrs
Event Day	Wednesday 27 th November	Open All Day for the exhibition 09:00 – 18:00hrs
Event Day	Thursday 28 th November	Open All Day for the exhibition 09:00 – 18:00hrs
Event Day	Friday 29 th November	Open All Day for the exhibition 09:00 – 18:00hrs
	Dismantling Dates	
All Exhibitors	*Friday 29 th and Saturday 30 th November 2019	OVERNIGHT till NOON SATURDAY 30th NOVEMBER 2019
<p>*On Friday 29th November, immediately after closing time exhibitors shall dismantle and cart away their stands and belongings overnight. It is important that ALL STANDS/STAGES/AUDIO VISUALS/OTHER are completely dismantled by noon Saturday 30th November 2019.</p> <p>A Penalty of €100/hr + VAT for not dismantling on time will apply immediately.</p>		

NOBODY IS ALLOWED TO DISPOSE ANY EXHIBITION MATERIALS AT THE VENUE. SHOULD EXHIBITION MATERIALS BE LEFT AT THE VENUE FOR ANY REASON, MATERIAL WILL BE DISPOSED AT A MINIMUM CHARGE OF €2,000 + VAT PER EXHIBITION STAND.

Exhibitors/Sponsors who do not respect these time schedules may not be permitted access to the Expo Hall. Special concessions and permits for access to stands/sites during abnormal hours may incur a surcharge.

Exhibitors/Sponsors undertakes to remove from the venue all materials being his property used during his participation as directed by the Organiser and MFCC. Failure to comply with these directions within the period stipulated by the Organiser and MFCC, will entitle the Organiser and MFCC to dismantle the exhibits, and/or stand themselves at the sole risk and expense of the Participant. In exercising this right, the Organiser and MFCC will take all the necessary precautions to avoid damage / loss to the said material, but they will not be held responsible for any damages or loss that may occur.

MFCC reserves the right to have the material stored in one of their storage units or to hire a Store at the sole charge and risk of the Exhibitor/Sponsor, who will settle such charges before taking possession of these stored goods.

1.5.2 Height Restriction

SIGMA 2019

MAXIMUM HEIGHT RESTRICTIONS



Kindly confirm with your account manager, cc Karl Borg at at info@karlborgevents.com the height of your stand should you have any doubt.

1.5.3 Stand design and Layout

The stand design has to conform to the Organisers and MFCC standards. Therefore all the stand designs need to be sent for approval at **least 30 days prior to the event**, to **Karl Borg** at info@karlborgevents.com.

All open sides are to be left open. Should a participant require to close an open side, a written request may be submitted to the Organisers for consideration. The Organiser reserves the right to refuse such requests.

Exhibitors are responsible for making sure that their booth is finished off neatly from all visible angle. Therefore the Organisers reserve the right, in the interest of an Expo/Event as a whole, to remove or alter any part of a stand. In case such action must be taken, this would have to be at the expense of the Exhibitor concerned.

Each stand needs to respect imperatively the maximum height limit as indicated in the previous paragraph. Make sure you liaise with your account manager on that.

Kindly note that **carpeting is ONLY included** in the original price of the Branding Packages – All the other exhibitors need to make sure that the initial floor is covered with carpet or any kind of coating. If your stand is not elevated or doesn't come with some form of flooring, please make sure carpeting is included in your stand design. Kindly liaise with your stand consultant to provide it or with the MFCC.



Carpeting is mandatory at the venue and only the branding package have it included in their package price.

General requirements

The following is a list of general requirements which all Exhibitors/Sponsors are expected to abide to and are applicable to whichever stand construction option Exhibitors/Sponsors decide to opt for.

- All Expo stands are to be accessible to visitors using wheelchairs.
- Exhibitors will be accountable if they obstruct their neighbours.

Damages

- The Exhibitor/Sponsor shall make good for any damages caused to the fabric of the structures by the Exhibitor, agents, contractors or Exhibitor staff. It is in your own interest to satisfy yourself with the condition of your stand/site before the building of your stand and after its clearance. The Exhibitor/Sponsor is requested to report immediately to the Organiser and MFCC if he/she notices anything which is not in place.
- It is essential to use a recognized adhesive tape, approved by MFCC, when fixing any carpet to the hall floor. All carpet tape must be removed at the end of the Expo, including any glue that remains stuck to MFCC floor after removal. Charges which may be incurred by MFCC as a result of failure to remove such carpet/carpet tape will be passed on to the Exhibitor.

- Particular but without prejudice to the generality of the foregoing, no nails or screws shall be driven, or holes drilled in the floor, walls, doors, pillars or other parts of the structure of the Expo building.
- Do not use spray paint on or near the show floor. Exhibitors will be responsible for any marks, scuffs or floor discolouring. Note: Any costs incurred for damaged floors and walls will be passed on to the exhibitor.
- Do not use any gypsum boards and sanding on any part of the show floor. Gypsum boards are prohibited.
- Booth Boundaries: No element can exceed the boundaries of the site or the height mentioned in the above clause. The companies hiring one or more sites divided by one or more aisles, and wishing to put them together, shall submit a request to Karl at info@karlborgevents.com.

Lighting

- In the installation of light fittings, the Exhibitor must check that it will not disturb the visitors or the surrounding booths. The installation of light fittings on the floors without any safety device avoiding the contact with the visitors is not permitted. The neon signs or decorations with neon tubes placed within the reach of the visitors will be placed behind glass or acrylic panels or any other element that truly avoids the contact with the visitors.
- All light fittings on demonstration and/or intended for illumination must not cause any nuisance to other Exhibitors or visitors. **All types of flashing lights are prohibited**. Any stand fittings, signage, banners or anything else which is not a stand lighting fitting or specific for illuminating the stand, should not protrude into the passageways.
- Mobile Expo units, caravans or similar vehicles are not permitted without the Organiser's prior written consent.

Floor Loading

The construction of the ground slab inside the Expo Hall comprises of a real force concrete slab laid on compacted fill material. The floor as constructed can safely sustain a uniformly distributed load of 2.5 kN/sqm which is equivalent loading specified for standard lightweight vehicle.

Section 2

SHOW SERVICES AND SUPPLIES

2.1 SIGMA Services and suppliers

2.1.1 Food and Beverage Services

The organiser has **exclusive** rights for the sale and distribution of all food and drink within the expo venue. Exhibitor shall not sell any item of food or drink to visitors of SiGMA without prior approval.

Generally, SiGMA will not object to the distribution by exhibitors of food or drink items, but the sale of such products is not permitted. For safety reason, drinks may only be purchased at cost price from SiGMA. A store fully stocked with drinks, ice and bar equipment will be available.

Anybody handling food and beverage, shall register for food handling and staff shall have a food handling certificate issued by the Health Authority.

Beverage services

IMPORTANT - All drinks stocked inside your booth must be purchased from SiGMA. No brands will be allowed given safety regulations



Drinks from an outside supplier are strictly forbidden.

The Drinks Menu can be requested from Daniel at dan@sigma.com.mt. The deadline for placing the orders is **6th November, 2019**.

Food Services

Exhibitors are allowed to distribute finger food on their stand subject to written confirmation by the organisers.

2.1.2 Hostesses and Promoters

A number of booth hostesses and flyer promoters are available. Kindly send a request per email to James at james@myeventplanner.com.mt for availability.

Kindly note that each person entering the venue needs to have a badge and therefore being registered online here

2.1.3 Audio Visual Rentals

For audio visual rentals, laptops, touch screens, and special IT equipment, exhibitors can contact Mr. John Farrugia Randon from Forestals at jfrandon@forestals.com or 99897824.

All types of music, audio and/or repertoire performed inside the booth is permitted, provided that it does not disturb the adjacent booths and the overall development of the event. The organizers are fully empowered to regulate the audio decibels as it deems convenient in order to ensure smooth performance of the exhibition. As a point of reference, sound should be kept to a **minimum until 4pm**. Between 4pm and 6pm sound can be raised for a more informal atmosphere at the show.

2.1.4 Wired Internet

Wireless internet service is included in the original booth package. Wired internet may be more secure and is available against charge. Should you wish to book wired internet kindly contact Daniel at dan@sigma.com.mt and cc Karl Borg at info@karlborgevents.com.

2.1.5 Exhibit Booth Cleaning

Booths will be cleaned at the end of each show date by the organiser. Cleaning services may also be provided at an extra cost throughout the show. The open spaces of the exhibition and conference rooms are cleaned on a daily basis. Cleaning of purchased stand area is the responsibility of the exhibitor.

Exhibitors are encouraged to maintain a clean environment to ensure that the overall appearance of the exhibition is of a high degree. Should you like to purchase extra cleaning please send a request to **info@mfcc.com.mt**.

There will also be a number skips on location – one for general waste and the other for recyclable waste (plastic/carton/paper/metal). When using these skips, we kindly request that you separate the waste accordingly.

2.1.6 Parking

During the set-up and dismantling time, vehicles are allowed to park outside the grounds. Vehicles are not allowed to block any entrance point to the venue (i.e. the tent), parking is only allowed on marked spaces.

During the exhibition, a parking space will be allocated for attendees and sponsors. Only the one with VIP Passes will be allowed to park within the VIP area.

2.2 Electric, Water and Waste

This section deals with Electrics, Water and Waste. It is of vital importance that requests for these services reach MFCC by the deadline dates stipulated on forms sent to all the exhibitors and contractors.

All on-site wiring/connections must be installed by a qualified electrical contractor. The Exhibitor/Sponsor shall be liable for any damage or injury to the Expo's general installation or any loss of electrical supply caused directly or indirectly by the Participant or any contractor, subcontractor, employee, agent or licensee of his.

The Organiser and MFCC reserves the right to verify the qualification of personnel carrying out electrical works on the stand or site.

We will do our best to ensure the supply of electricity service, however, the Organiser and MFCC shall not incur any liability to the Participant for any loss or damage if this service shall wholly or partially fail or cease to be available.

2.2.1 Electrical Installation

ALL EXHIBITORS SHOULD FILL IN THE ELECTRICITY FORM PROVIDED BY THE ORGANISER, PLEASE SEE ANNEX I and send it to marvin.degiorgio@mfcc.com.mt before the 6th of November.

The Exhibitor is responsible for the internal installation of his stand up to the main supply to the stand. Electrical installations and equipment must conform to the Enemalta Supply Regulations (ESR) and IEE Wiring regulations and have to be certified by a licensed wireman with a minimum of MIRA license B qualification.

Loose domestic wiring, plugs, fittings floor plugs and extensions are not permitted.

The electrical installation in each stand is to be protected with a main circuit breaker. In the case of single-phase installations, the main circuit breaker shall have to give an over-current protection of (16 amps SP) and a differential current protection of 30mA. This installation must have a 16 Amps SP male industrial socket at the point of entry to receive the electrical supply from MFCC. The connection between the 16amp SP male socket and MFCC supply shall only be done by MFCC employees. MFCC reserves the right to limit the electrical in accordance to available power supply.

Only on special occasions shall MFCC grant to supply 3 phase and neutral power to an exhibitor stand. This request must be made to MFCC in writing by the exhibitor, at least 4

weeks before start of the Expo. The proper protection, similar to the above (single phase) but suitable for three phase installations must be provided and shall apply.

2.2.2 Service Points

All services will reach the Expo stand through under-floor or suspended service points, where possible. In the case of Water & Waste, MFCC can only provide a limited amount of service and therefore it is vital to inform MFCC with the specific requirements at least ten weeks before the Expo date. Fill in Form provided.

2.2.3 Electrical Supplies

The standard supplies of electrical current available at the venue are:

- a) Single – phase AC at 230 volts, 50 Hz Nominal
- b) Three-phase and Neutral AC at 400 Volts, 50Hz Nominal

2.2.4 Power and Lighting Consumption

As a standard, MFCC will provide a standard Single-phase power supply (AC at 230 volts, 50 Hz) as follows:

- a) Up to 24 square meter stand - maximum of 3kW (15Amps SP&N)
- b) Over 24 square meter stand - maximum of 5kW (22Amps SP&N)

The cost of connections to single-phase mains and the cost of electrical energy consumption are included in the space renting quote, provided consumption does not exceed the stipulated consumption amount as specified above.

Exhibitors requiring additional power or Three-phase supply (TP&N) need to make a request to MFCC stating the additional power required (complete form provided). Any request and/or consumption exceeding the set standard limits shall incur a surcharge. MFCC reserves the right to monitor power and lighting consumption at all times. Should you have any question, kindly contact marvin.degiorgio@mfcc.com.mt.

2.2.5 Electrical Safety and Circuit Breaker

All stands are to be equipped with the following minimum protection equipment:

- a) Single phase: 16Amp Double pole DP main circuit breaker (M.C.8) and a 40Amp 30Na Differential protection breaker (E.L.C.B)
- b) Three phase: 16Amp four pole (4P) main circuit breaker (M.C.B) and a 40Amp 30Na TP&N Differential protection breaker (E.L.C.B)

For safety reasons, exhibitors not bidding by this regulation cannot participate in the Expo

Exhibitors requiring additional power or Three-phase supply (TP&N) need to make a request to MFCC stating the additional power required (complete form provided). Any request and/or consumption shall incur a surcharge. Should you have any question, Kindly contact marvin.degiorgio@mfcc.com.mt

2.2.6 Service Limitations

Supplies **will be switched off at source 30 minutes after the Expo closes every evening. Exhibitors, who have perishable goods and require 24 hours supply of electricity, should inform the Organiser and MFCC in advance, in writing.** House Lights will remain On.

Exhibitors are to ensure that all equipment, machinery etc. are switched off prior this time so as not to cause any damage to the equipment.

Any Exhibitor needing services for the running down of machinery or working equipment etc. after the Expo closes needs to inform the MFCC Operations Manager in advance at marvin.degiorgio@mfcc.com.mt

2.3 Delivery and Lifting of Exhibits

2.3.1 Pricing

RATE CARD	DAILY	HOURLY	SQM
	EXC. VAT	EXC. VAT	EXC. VAT
Fork lifter charge is as follows:	€ 150.00	€ 28.00	28.00 per hr
Cherry picker charge:			€ 35.00 per hr
Storage space on site:		€ 35.00	€ 35.00 per cubic meter
Labour charge:			€25.00 per hour
Shipping Administration:	€ 50.00		

- Forklift includes licensed operator.
- Storage rate is by Cubic meter and not just square meter.
- Rate for storage not exceeding- €35.00 excl. VAT per Cubic meter for not more than 3 days.

Contact Details:

Anita Mifsud: anita.mifsud@mfcc.com.mt
Claire Goodlip: claire.goodlip@mfcc.com.mt

Contact No.: +356 99041037
Contact No.: +356 79353551

We recommend that services are booked in advance to avoid any disappointments.

Exhibits and/or stand building materials should be sent delivered/shipped to the site by your contractor or representative until your stand contractor or your representative/s are ready to receive them. You must make the necessary arrangement as we DO NOT accept delivery on your behalf unless storage is booked against payment.

To ensure the safe and efficient entry of heavy exhibits and/or stand building materials during set-up and dismantling, please co-ordinate with the Logistics Coordinator from MFCC and Karl at Karl Borg at info@karlborgevents.com.

Since the floor inside the Expo Hall will be completely carpeted and in order to avoid hazardous fumes, we DO NOT allow vehicles or lifting equipment such as high-ups tail-gates inside the Expo Hall at any time.

The use of own lifting equipment such as high-ups, tail-Gates etc. is only permitted with the exclusive written authorization of MFCC. Participants who need to lift heavy loads inside the Expo Hall should make a request to MFCC and need a permit.

MFCC may provide you with a lifting service to unload goods and stand building materials, either by a battery-operated Fork Lifter or Palletizer. A charge will be applicable for this service.

2.3.2 Customs Arrangements

Malta, being an EU member state, has few import restrictions from other EU member states, with the exception of certain products such as alcoholic beverages and medicines which require import licenses and/or excise duty payments.

May we draw your attention that imports from non-EU countries require licenses and/or excise duty payments.

The Exhibitor is responsible to comply with the relevant importation Legislation and Regulations

Should you require any assistance please contact us to guide you to the right Government Import and Customs Department.

Section 3

SECURITY AND LIABILITY

In order to hold orderly the Expo, these are the requirements and regulations. Compliance by exhibitors is mandatory. If you have any further questions or need clarification, please contact us promptly to avoid disappointment. SiGMA / MFCC staff will be happy to assist you in any way.

3.1 Insurance

As the Organiser, SiGMA holds a public liability policy with **MIB Insurance** covering the Expo Hall during the Expo period.

SiGMA and /or MFCC **DO NOT** hold an insurance policy for your exhibits, possessions and/or staff. We require that you insure your staff, exhibits and other personal belongings.

Third Party Liability

Visitors to the Expo will be covered by public liability insurance. This Insurance does not cover the Participant's stand and dependents.

Third Party Claims

The Exhibitor/Sponsor is responsible for any death, personal injury or damage to property arising in connection with the erection and dismantling of the Exhibitor/Sponsor stand and anything permitted, omitted or done thereon or there from during the period of the Expo or the construction and dismantling periods caused directly or indirectly by the Exhibitor/Sponsor or any contractor, subcontractor, employee, agent, licensee or invitee of his or the act, omission or neglect of any such person or by such person or by any exhibit, machinery, or other article or thing of the Exhibitor/Sponsor or in the possession of or use of the Exhibitor/Sponsor or any employee or agent of his.

The Exhibitor/Sponsor will indemnify the Organiser and MFCC in respect of each and every such claim and all actions, proceedings, cost, claims and demands in respect thereof. It is recommended that the Participant takes out adequate Insurance in respect of all such claims.

Exhibitor/Sponsor, staff, exhibits and third parties at the Expo/Event

The Organizer and MFCC shall not be responsible in any way for death or personal injury to the Exhibitor/Sponsor or his employees, agents, contractors, invitees or licensees howsoever caused nor for theft or damage to exhibits or to the property of the Exhibitor, his employees, agents, contractors, invitees or licensees howsoever caused.

Consequential Loss

The Organiser and MFCC accept no liability for any costs and losses, which the Participant may incur in the event of the Expo being prevented, postponed or abandoned for causes not within the Organiser's / MFCC's control.

In the unlikely event that Participants / Sponsor sustain any losses from their stands, such losses should be reported to the Organiser and /or MFCC and the Police immediately when an incident occurs, or a loss notice

3.2 Public and Employees Health & Safety

As an Exhibitor, Contractor or Agent you have a duty under the national Health and Safety Legislation to ensure that all personnel, contracted by you are aware that they have a responsibility, so far as is reasonably practicable, for **the health, safety and welfare** of all employees, and that any systems of work which may be used are, so far as is reasonably practicable, safe and without risks to health. This includes that all employees are provided with information, instruction, training and supervision to ensure not only their own health and safety but also that of others working or attending the vicinity.

You are advised to request the Health & Safety policies of any contractors you employ and to remind them that they should request the same information from any sub-contractors they employ.

The following are some of the principal areas which need to be brought to your attention. These principals have been distinguished between basic areas of responsibility for you and those employed by you during the setting up, Expo period and dismantling. If you have any queries, please contact the Health & Safety Officer.

3.2.1 GENERAL

- A person responsible for health and safety matters on the stand or site must be appointed.
- During the setting up, Expo period and dismantling, your staff and subcontractors should be constantly reminded by you of the need for vigilance regarding their own health and safety and those working in the vicinity.

- MFCC enforces a NO SMOKING Policy throughout the venue – except in the smoking areas
- You must ensure that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- No electrical cables must be allowed to cross gangways, passageways and fire exits at any time
- Operatives should wear suitable protective clothing relevant to their job.
- Work areas (stand/site area including the adjacent surroundings) should be maintained free from general waste and packaging materials which could hazard operatives.
- Packing cases and other materials must not be allowed to obstruct gangways, passageways and fire exits and must be removed from the Expo Hall as soon as setting up takes place.
- Nails, Screws, Staples etc..., must not be left protruding from any packing cases or any other material, such that in any way they can injure participants or exhibitors, including children.
- Flammable liquids, solids, gases, vapors, hazardous substances, hazardous materials, or open flames (contained or exposed) are NOT permitted in the Expo Hall at any time. Exhibitors may request permission prior to using or exhibiting such materials and shall refrain from doing so without Special Concessions from the Organiser and MFCC. In all cases a specific Risk Assessment is to be carried out. The Organiser and MFCC reserve the right to refuse part or entire requests.
- Caterers and suppliers of refreshments must comply with the Food Safety Act Legislation and Food Hygiene Regulations. A Valid License and Food Handling Certificate are to be made visible at the stand area during operation.
- MFCC's Health & Safety Department reserves the right to issue directives to Exhibitors in respect of public and employee safety.

Any violation or concerns regarding any of the above points should be reported to the Health & Safety Officer, Operations Manager or SIGMA Staff Coordinator on duty, immediately for action to be taken.

3.2.2 Exhibitor's Responsibilities

It is the exhibitors' responsibility to:

- Ensure that persons in your employment and any others affected by your actions and omissions are safe and **without Risk to their Health & Safety**.
- Ensure that the relevant Risk Assessment has been carried out relating to your own stand or site during setting up, Expo period and dismantling.
- Cooperate and Coordinate your actions with the Organiser, MFCC or Contractors on-site.

- Make parties (Agents, Contractors or Representatives) aware of any potential risk during set-up, Expo period and dismantling through Risk Assessments.
- Ensure that your workmen and/or Contractors are both competent and following safe systems of work.
- Seek advice where necessary from Health & Safety Advisors. This will enable you to comply with the relevant statutory provisions.
- Ensure that your stand does not present any potential hazard that may compromise public and employees' safety. For this reason, Exhibitors are requested to advise MFCC if their exhibits present such hazards. The exhibits in the stand are to be set-up in a manner that shall be safe for the public to access the stands.
- Ensure that the electrical equipment on your stand is safe for use and free from any defects.
- Ensure that all electrical power on your stand is switched off amid disconnected during the unattended hours.
- Ensure that any vehicles which may be on display in any Expo, shall have their batteries disconnected at all times and no engines should be run at any time.
- Exhibitors are to ensure that all stand constructions are to be flame proof and/or flame retardant.
- All custom-built Expo Stands shall be certified by a competent Architectural Engineer. A copy of the Architectural Engineering Certificate shall be submitted to MFCC Operations Manager prior to the start date of the event.

3.2.3 Contractor's Responsibilities

It is the contractors' responsibility to:

- Ensure that Health, Safety and Welfare of any person on-site including sub-contractors on-site during set-up, Expo period and Breakdown.
- Comply with national Health & Safety Legislation (L.N. 36 2003), during set-up, Expo period and Breakdown. L.N. 36 2003- General Provisions for Health and Safety at Work Places Regulations
- Ensure the competence of employees and Sub-Contractors to carry out the designated work.
- Cooperate and Coordinate your actions with the Organiser, MFCC and Contractors on-site.

3.2.4 Stand Designers' Responsibilities

- Must be competent, that is, having the necessary skills, knowledge and experience pertaining to stand design.
- Ensure that the erection and maintenance of the design has the ability to be carried out safely and in accordance with the relevant legislation by the contractors in the time available.
- For stand construction, comply with the relevant national **Health & Safety Legislation.**

- Cooperate and Coordinate your actions with the Organiser, MFCC and Contractors on-site.

3.2.5 Guidance Notes For Demonstration

- All demonstrations must be carried out in accordance with the national Health & Safety Legislation.
- All exhibits, where they are not sufficiently stable as freestanding models, must be properly secured.
- Exhibits must be positioned so that at no time do they protrude into the Gangways and Emergency Exits.
- All machines must be guarded to Health & Safety Standards which is normal for its operation in an industry setting.
- All stand personnel should acquaint themselves with the location and how to use the fire extinguishers supplied by the Venue. They must also be aware of the location of the First Aid Room and location of Emergency Exits.

3.2.6 Disabled Facilities – Access to Disabled Visitors

- The Expo Hall has been designed and built to allow unrestricted access to disabled visitors and to conform to national Health & Safety Legislation.
- MFCC aims to provide full access to all the facilities within the venue and recognizes that disabled visitors may require extra equipment, facilities and assistance both routinely and in an emergency.
- MFCC provides disabled visitors the same opportunities as able-bodied visitors enjoy, and to this extent all exhibitors must ensure that Expo stands are easily accessible to visitors using wheelchairs.

3.2.7 Security

During the closing hours of the Expo, security personnel will supervise the Centre. However, the Organizer and MFCC shall not accept any liability for any losses or damage to any stand, Exhibitor materials, goods, property or personal items that may occur during the Expo at all hours, including the period of setting up and dismantling of stands. It is in your interest that during this period you have a representative on your stand.

The security of individual stands exhibits and personal property during Expo hours and, in particular, at the closing of the Expo is the responsibility of the Exhibitor. Stands should not be left unattended at any time during the Expo hours.

In the unlikely event of Exhibitor sustaining losses from their stands, such losses should be reported to the Organiser, MFCC and the Police immediately the theft is noticed. Exhibitors are required to have in place suitable insurance policy to cover such losses.

The registering of the complaint by the Organiser and MFCC shall in no way be deemed to constitute or imply admission of liability.

First Aid

The Organiser and MFCC provide equipped First Aid Room/s and personnel during the Expo. You are advised to be aware of the location of the First Aid Room/s.

In case of Emergency or First Aid requirements, you are immediately requested to report to the SIGMA Representative or MFCC Health & Safety Officer.

Fire Precautions

Approved fire extinguishers will be supplied and distributed in the Expo Hall and Public Areas by MFCC.

In case of Emergency, the MFCC Health & Safety Officer has to be notified immediately.

3.3 Employment of Labour

In cases where heavy goods need to be handled, all exhibitors are requested to inform the Operations Manager on duty to make any special arrangements. Any services such as transportations, lifting and movement of goods offered by MFCC may incur a surcharge.

It is your responsibility as an Exhibitor to ensure that all people working on your stand have the required working permits to perform their duties.

3.4 Permits and Trading Licenses

The Participant must comply with the requirements of the relevant Public Authorities. It shall be the Participant's responsibility to obtain all necessary business permits and/or trading licenses that may be required.

3.5 Conduct of Participation

- Every Exhibitor/Sponsor shall ensure that his/her stand/site is open to view by his/her competent representatives during the Expo hours.
- The Exhibitor/Sponsor is not permitted to carry out work on his/her stand/site during the Expo hours.
- Every Exhibitor/Sponsor and all persons, for whom he/she may be considered responsible in any way whatsoever, must conduct him/herself in such a manner that

shall not be of obstacle to any other Participant or Participant's employee, visitor, the Organiser or MFCC, and shall not create any disturbance or obstruction.

- Any person who does not comply with these requirements shall be liable, at the discretion of the Organiser and MFCC, to be removed from the Expo premises and refused re-admission during the period of the Expo.
- The Exhibitor/Sponsor must keep his/her exhibits within the boundaries of his/her stand/site and conduct his/her business (including the distribution of literature, promotional material etc.) only from within these boundaries.
- The Exhibitor/Sponsor will not canvass amongst other Exhibitor/Sponsor and/or visitors to the Expo.
- The Exhibitor/Sponsor is not permitted to stack packing material or shutters in the passageways or other conspicuous place or near the stand/site of other Exhibitor/Sponsor where they will be visible to the public.

3.6 Eligibility of Exhibits

- Exhibits must fall within the defined scope of the particular Expo.
- The Exhibitor/Sponsor must not display or advertise on his/her stand or site any product or service which has not been listed under Category Listing, as declared by the Participant for each particular Expo.
- Spaces made available by the Organiser shall not imply that they accept the proposed exhibits. The Organiser reserves the right to exclude and/or require being removed any exhibit/s which in their opinion does not conform to the defined scope of the Expo, even though listed under Category Listing as declared by the Participant.
- The decision regarding eligibility of particular companies or products or services on a stand/site rests solely with the Organiser and this decision will be final and binding.

3.7 Limitation of Participants' Rights

The Participant Exhibitor/Sponsor shall not assign the Exhibitor/Sponsor Agreement, or make available his stand or site, in whole or in part, to another person or business concern or organisation, or in any manner whatsoever associate another person in the rights conferred by the Agreement. The signatory of the Agreement is responsible both personally and on his capacity as representative of the organization exhibiting ware.

3.8 Admission to the Expo

The Organiser and MFCC reserves the right at their discretion to refuse any participant's admission to the Expo if complaints have been received concerning his conduct.

3.9 Rights of the Organiser and MFCC

The Organiser and MFCC, including those authorised by them have the right to enter the Expo premises, sites and stands at any time to execute works, repairs and alterations and for other purposes.

3.10 Non-Compliance with Regulations or Breach of Agreement

In the event of any failure on the part of the Participant to observe and perform any of the provisions of the Agreement, the Organiser shall have the right to terminate the Agreement forthwith by written notice to that effect, in which event all fees then paid by the Participant shall be forfeited and retained by the Organiser, and the Participant shall indemnify the Organiser in respect of all costs, losses, damages or expenses (including any consequential loss or damage) incurred as the result of such failure.

3.11 Exemptions

Exemption from any of the rules and regulations may be granted at the Organiser and /or MFCC's discretion. No exemption given by the Organiser and /or MFCC will be effective unless it is in writing.

In all matters regarding these rules and regulations, the decision of the Organiser and MFCC is final. Should any question arise that is not covered by these rules and regulations, the participant binds himself to accept the decision of the Organiser and MFCC as final.

