

The 35th Malawi International Trade Fair

22nd May – 29th May, 2025

Theme: Promoting Economic Transformation through Private Sector- Led Industrialization

Chichiri Trade Fair Grounds, Blantyre, Malawi – Tel: +265 1 871 988/813 Fax: +265 1 871 147

Email: mccci@mccci.org – Website www.mccci.org

Application Form (For SME Applicants Only) (Deadline: 1st May 2025)

PART A: PARTICULARS OF EXHIBITING COMPANY OR ORGANISATION

Name of Business/ Organisation:

Postal Address: City..... Country.....

Physical Address:

Telephone: Fax:

E-Mail: Website.....

Manufacturer Service Provider Distributor NGO Trader/Wholesaler Government Other (Specify)

Full Name of Official Responsible for the Exhibition: Mobile:

E-Mail:

Full Name of Stand Manager (1): Mobile:

E-Mail:

Full Name of Stand Manager (2): Mobile:

E-Mail:

PART B: PARTICULARS OF EXHIBITS

Briefly describe goods/services to be exhibited at the Trade Fair

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PART C: EXHIBITION PAVILIONS AND PARTICIPATION FEES

Indicate your exhibition pavilion requirement in the table below

Standard Size pavilions in the Chichiri Conference Centre Hall (CCC Hall) are 9sqm and Car Park Area are 12sqm while Ordinary Stands are of varying sizes. CCC Hall pavilions include: (i) Exhibition Booth with 1 spot lighting (ii) 1 chair & 1 table (iii) 220 – 240 watts power outlet and (iv) Daily cleaning service while **Other Stands include:** (i) Electricity and (ii) Daily cleaning service.

Exhibitors Category	Location of Pavilion	Rate per Pavilion	No. of Pavilions	No. of Delegates
International Exhibitors	CCC Hall Premium Pavilion (US\$)	1,050		
	CCC Hall Standard Pavilion (US\$)	950		
	Carpark Area Pavilion(US\$) SMEs only	450		

MITF Networking Dinner	Contribution per Delegate (US\$)	50		
Local Exhibitors (MCCCI-Members)	CCC Hall Premium Pavilion (MK)	1,100,000		
	CCC Hall Standard Pavilion (MK)	1,000,000		
	Carpark Area Pavilion (MK)	150,000		
	Roundabout Open Space (1/8)	750,000		
	Ordinary Stands (MK) per sqm	4,000		
	Open Space (MK/sqm) min = 10sqm	20,000		
MITF Networking Dinner	Contribution per Delegate (MK)	65,000		
Local Exhibitors (Non-Members)	CCC Hall Premium Pavilion (MK)	1,300,000		
	CCC Hall Standard Pavilion (MK)	1,200,000		
	Carpark Area Pavilion (MK)	200,000		
	Roundabout Open Space (1/8)	950,000		
	Ordinary Stands (MK) per sqm	5,500		
	Open Space (MK/sqm) min = 10sqm	25,000		
MITF Networking Dinner	Contribution per Delegate (MK)	65,000		

PAYMENT TERMS: 100% payment upon submission of this application form

Bank Details: (Applicant bears all the bank charges. Please send proof of payment to mccci@mccci.org)

A/c Name: **MCCCI - Admin**
A/c Type: **Current Account**
A/c No.: **429619**

Bank name: **National Bank of Malawi**
Service Centre: **Chichiri**
Swift Code: **NBMAMWMW**

PART D: TRADE FAIR CATALOGUE BOOKING

Category		Rate	Number of Slots
Advertising- Back Cover	Incl. VAT	MK600,000/ slot	
Advertising – Inside Front Cover	Incl. VAT	MK580,000/ slot	
Advertising – Inside Back Cover	Incl. VAT	MK550,000/ slot	
Advertising – Full Page	Incl. VAT	K500,000/ slot	
Advertising- Half Page	Incl. VAT	K300,000/ slot	

PART E: B2B MEETINGS BOOKING

No	Particulars of Potential Business or	No	Particulars of Potential Business or
1		6	
2		7	
3		8	
4		9	
5		10	

PART F: TRADE FAIR PARTNERSHIP AND SPONSORSHIP

No	Category	Briefly Describe your offer for Partnership or Sponsorship
1	MITF Advertising	
2	Entertainment during MITF	
3	Networking Dinner	
4	Security	
5	Other	

PART G: TERMS AND CONDITIONS FOR PARTICIPATION

I/We have read and understood the terms and conditions for participation at the Malawi International Trade Fair contained in Appendix 1 and I/we undertake to voluntarily abide by all of them.

Applicants Signature: Date:

PART H: FOR OFFICIAL USE

Name of Sales Executive Stand Allocated

Receipt Number Date Signature

RETURN TO: Malawi Confederation of Chambers of Commerce and Industry, Chamber House, Chichiri
 Trade Fair Grounds, Masauko Chipembere Highway, P.O. Box 258, Blantyre, MALAWI
Tel: + 265 (0) 1871988/813 **Fax:** + 265 (0) 1871147
E-mail: mccci@mccci.org Website: www.mccci.org

TERMS AND CONDITIONS FOR PARTICIPATION AT THE MALAWI INTERNATIONAL TRADE FAIR

The Malawi Confederation of Chambers of Commerce and Industry (MCCCI) has organised the Malawi International Trade Fair pursuant to its objective of promoting trade. This is an annual event that is expected to attract exhibitors from the various sectors of the economy in Malawi. Exhibitors are required to understand and comply with the Terms and Conditions for participation as contained hereunder.

1. APPLICATION FOR PARTICIPATION

- a. All applications for exhibition space at the Trade fair shall be made on the prescribed application form issued by MCCCI.
- b. The completed application form shall be submitted together with full payment to MCCCI to qualify for allocation of space not later than 1st May 2025.
- c. On signature by MCCCI and the Applicant and compliance with terms stated on the application form, the document shall become binding contract between the parties.

2. ALLOCATION OF EXHIBITION SPACE

- a. MCCCI shall allocate Exhibition space/stand/pavilion to each Exhibitor in accordance with its own classification or products/materials/services. MCCCI reserves the right to allocate available space, size on the trade fair grounds entirely at its own discretion.
- b. MCCCI reserves the right to change the allocation of any Exhibitor without being liable for damages or compensation if circumstances call for such change and/or if the Exhibitor fails to take possession of his space/stand within the prescribed period.
- c. An Exhibitor who does not make the required payment within the prescribed period or fails to fulfil any or all of the conditions required for space allocation shall forfeit the space allocated and the right to participate.

3. USE OF EXHIBITION SPACE

- a. Exhibitors shall exhibit only the particular products, goods or materials or product group or type stated on their application form. Any later additions must be with the approval of MCCCI.
- b. Every exhibitor shall have his or her stand ready and all displays/merchandise completed 3 days before the opening day of the trade fair. Failure to do so would result in eviction without refund of any fees and compensation and the stand reallocated (refer article 2c).

4. PROHIBITED AND UNDESIRABLE EXHIBITS

- a. MCCCI absolutely prohibits the display or sale of the under-listed items during the trade fair:
 - (i) Explosives and inflammable materials
 - (ii) Firearms and ammunitions
 - (iii) Radioactive products and materials
 - (iv) Wildlife and dangerous animals
 - (v) Pornographic or offensive materials
 - (vi) Chemicals of a toxic or hazardous nature.
- b. Any Exhibitor wishing to use or demonstrate with petrol, fuel oil, paraffin, ethyl alcohol, acetylene, or any other combustible materials or operate any machine/equipment that may cause or is likely to cause explosions and/or fire outbreaks, shall be required to obtain the approval in writing of the Officials of the Blantyre City Assembly Fire Brigade present on the Trade Fair grounds.
- c. Demonstrations by Exhibitors with heavy moving machinery or equipment shall be undertaken only at agreed intervals and a specified area stipulated by MCCCI.

5. SUB-LETTING OF EXHIBITION SPACE

Exhibitors shall not sublet the space/stand/pavilion allocated to them to any third parties either wholly or in part without the written consent of MCCCI. The breach of this term would attract eviction from participation.

6. PARTICIPATION THROUGH AGENTS

Foreign exhibitors are free to participate at the Fair through local agents provided they pay participation fee applicable to foreign exhibitors.

7. DAMAGE/DEFAACEMENT TO THE EXHIBITION STRUCTURES/ HALLS/ PROPERTY

Exhibitors shall be liable for any damage to any structures including the Halls, buildings and stands and shall not paint or otherwise deface or alter or affix anything to the floors, ceilings, pillars or walls without the prior written consent of MCCCI.

8. CONSTRUCTION OF STANDS/PAVILIONS

- a. The Trade Fair Grounds shall be open to Exhibitors at a date fixed by MCCCI for the purpose of the construction of their stands/Pavilions and the mounting of their various Exhibits, materials and products.
- b. Subject to approval, Exhibitors may be granted permission by MCCCI to construct, and set up their Stands/Pavilions or shell schemes themselves provided that they follow laid down procedures and designs as communicated from time to time by MCCCI.
- c. Before commencing such construction the Exhibitor must have a confirmed space allocation and must also submit the drawings for the proposed construction for necessary approval in writing by MCCCI or their designated agents.
- d. The Exhibitors shall be liable for any damage caused to neighbouring or other Exhibitors, common property or Visitors by such Exhibitor or their servants or agents during such construction.
- e. The construction, furnishing and decoration of all stands/pavilions or shell scheme stands, must be completed by 6.00 pm. three (3) days before the official opening day of the Trade fair.
- f. Any Exhibitor whose constructed stand extends beyond the space paid for and approved for such Exhibitor, shall be liable to pay a penalty of an amount equal to double the cost of such additional space.

8. DISPOSAL OF PACKAGING MATERIALS

Exhibitors shall not store any hazardous materials or dispose of packaging materials in such a way and manner as shall constitute a nuisance or obstruct the free movement of persons and traffic or disfigure or endanger the environment.

9. DISASSEMBLING OF STANDS/PAVILIONS

Exhibitors shall disassemble their stands/pavilions and vacate their allocated space not later than two (2) days after the closing of the Trade fair. MCCCI shall not held liable for any branding materials if left unremoved after the Trade Fair.

10. METHOD OF PAYMENT

- a. All payments due to MCCCI for the allocation of exhibition space, charges for utilities and advertisements in the Trade Fair catalogue shall be paid in full by Electronic Funds

Transfer or Bank Certified Cheque made payable to the Malawi Confederation of Chambers of Commerce and Industry (MCCCI) or its designated bank account.

- b. Payments by all Local Exhibitors shall be made in Malawi Kwacha to the **Malawi Confederation of Chambers of Commerce and Industry**, National Bank of Malawi, Chichiri Service Centre, **Account Number: 429619**.
- c. Payments by all foreign exhibitors shall be made in US Dollars to MCCCI, National Bank of Malawi, Chichiri Service Centre, Account Number 1001118338 SWIFT: NBMAMWMW.
- d. Proof of payment shall be sent to mccci@mccci.org.

11. WITHDRAWAL BY EXHIBITOR

Without prejudice to the rights and remedies of MCCCI in respect of any breach of Contract on the part of any Exhibitor, MCCCI may, at their discretion, allow such Exhibitor to withdraw from participation subject to the following conditions:

- (i) The Exhibitor shall give MCCCI a written notice of his desire to withdraw from participation at the Trade fair.
- (ii) If the said withdrawal is accepted, MCCCI shall convey its acceptance in writing to the Exhibitor.
- (iii) The Exhibitors would nonetheless be required to pay a penalty for such withdrawal. Refunds will only be processed one month after the Trade Fair
- (iv) Such refundable amount shall be that proportion of the Exhibition fee based on the duration the notice of withdrawal is served on MCCCI as specified below:
 - a. Four weeks or more before the Trade Fair.....40%
 - b. Three weeks before the Trade Fair20%
 - c. Two weeks before the Trade Fair..... Nil

12. BREACH OF CONTRACT BY EXHIBITOR

- a. In the event of default or failure on the part of the Exhibitor to observe or perform any of the provisions of the Contract or of the Terms and Conditions of this Prospectus, MCCCI shall have the right to terminate the Contract forthwith by notice in writing to such defaulting Exhibitor.
- b. In the event of such termination mentioned in a) above, all fees paid by the defaulting Exhibitors shall be forfeited to MCCCI and the Exhibitor shall indemnify MCCCI against all cost, losses, damage or expenses (including any consequential loss or damage) incurred as a result of such failure or default.

13. CHANGE OF DATE

- a. MCCCI reserves the right to change the date and duration of the Trade fair if exceptional circumstances so demand and on due notification to the Exhibitors.
- b. In the event of such change as stated in a) above all contracts and/or other Agreement for participation shall remain in force and the Exhibitors shall not be entitled to any claim for damages or compensation for such change.

14. CANCELLATION/POSTPONEMENT OF TRADE FAIR

- a. MCCCI shall not be liable for any loss or damages sustained by any Exhibitor, Participant or Contractor or any other persons for the cancellation or postponement of the Trade fair or the reduction of the advertised duration of the Trade Fair as a result of:
 - (i) Force majeure;
 - (ii) Acts of War, military activity, political/civil unrest, disturbance or riots;
 - (iii) Legislation by Government of Malawi;
 - (iv) Fire, flood, tempest, excessively inclement weather, storms, earthquake;
 - (v) Damage caused by an aerial object or aircraft.

- b. In the event of the cancellation or postponement of the Trade Fair as a result of any or a combination of the events stated above 25% of the payments made by Exhibitors may be refunded by MCCCI.

15. MOVEMENT OF EXHIBITS

- a. Exhibitors shall be responsible for the cost of transporting their Exhibits to the Trade Fair grounds and shall also be responsible for the cost of dismantling and removing them at the end of the Trade Fair.
- b. Movement of vehicles and off-loading of exhibits/goods shall not be allowed during the hours of the Trade Fair (i.e. 9:00 am -4:30pm) throughout the duration of the Trade fair.
- c. Exhibitors shall remove all Exhibits/goods from the Trade Fair grounds within two (2) days of the end of the Trade Fair failing which they shall be liable to indemnify MCCCI in the sum of Ten Thousand Kwacha (MK10,000) per day for everyday for which they are in breach of the period of grace.

16. SECURITY

- a. All reasonable security precautions shall be taken by MCCCI during the duration of the Trade Fair for the safety and protection of Exhibitors and Visitors to the Trade Fair.
- b. Exhibitors shall however be responsible for the security of their stands/pavilions exhibits and goods and MCCCI shall not be held liable for any loss, or theft or damage to such Exhibits/goods before, during or after the Trade Fair.
- c. In order to ensure adequate security for all persons, Exhibitors, Visitors and MCCCI, including their Contractors and Agents, the driving of any vehicles within the area where the Trade fair is designated is not allowed as well as the parking of vehicles at un-approved Car Parks on the Trade Fair grounds between the hours of 9:00am and 4:30p.m throughout the duration of the Trade Fair. The person who contravenes the rules shall be liable to a fine of K10,000 for each contravention committed.

17. FIRE AND SAFETY REGULATIONS

- a. Fire Service Personnel shall patrol the Trade Fair grounds and would be authorized to limit or stop any demonstration by any Exhibitor that in their judgement could be a potential fire hazard.
- b. All Exhibitors shall be required to provide Fire Extinguishers and other fire prevention equipment at their stands/pavilions.

18. INSURANCE

All Exhibitors shall maintain an additional and appropriate policy of insurance to cover their products as well as their participation at the Trade fair and shall indemnify MCCCI against all costs, claims, demands and expenses to which they may be subject as a result of any loss or damage, claim or injury occurring or arising to any persons, goods or structures however caused in the duration of the Trade Fair. For this purpose the clause, "the duration of the trade fair" shall include the period before the actual official commencement of the trade fair, when stands, pavilions and structures are being erected and Exhibits mounted and the period after the official closing when Stands, Pavilions and all structures are being disassembled and Exhibits removed.

19. MOBILE EXHIBITORS/HAWKERS

Mobile Exhibitors, Hawkers, Vagrants, itinerant traders, beggar etc. shall not be allowed within the Trade Fair

Grounds during the Trade fair and their goods shall be confiscated.

20. SALE OF EXHIBITS

- a. Exhibitors may sell their Exhibits/Goods at the Trade Fair grounds subject to the Malawi Revenue Authority Regulations.
- b. The sale of Exhibits/goods shall be confined to each Exhibitor's stand/pavilion only.
- c. Exhibitors who violate this provision shall be evicted from the trade fair.

21. IMPORTATION/RE-EXPORTATION OF EXHIBITS

- a. The full list of exhibits imported for the trade fair showing description, quantity, weight and CIF value must be prepared and shown to the Malawi Revenue Authority at the port of entry.
- b. All exhibits imported for the trade fair must be admitted under "TEMPORARY IMPORTATION REGULATION". All packages and documents must be boldly marked "35TH MALAWI INTERNATIONAL TRADE FAIR" failure of which goods will be transferred to a warehouse and auctioned.
- c. Exhibits at the warehouse shall attract economic rent after one (1) week after the end of the trade fair.

22. CONSIGNMENT OF EXHIBITS

Exhibitors are advised to consign their exhibits to the following address: MALAWI CONFEDERATION OF CHAMBERS OF COMMERCE AND INDUSTRY, P.O. BOX 258, BLANTYRE. 35TH MALAWI INTERNATIONAL TRADE Fair. TEL: +265 1 871 988, Fax: +265 1 871 147.

23. CAR STICKERS AND EXHIBITOR PASSES

- a. Each stand is entitled to 1 car sticker and two (2) Exhibitors passes for stand managers. Please submit two (2) passport size photos for each of the two stand managers together with your application form.
- b. Additional Exhibitors passes and car stickers will be issued at an additional cost determined by MCCCI.
- c. A car sticker admits a car and the driver to the General Trade Fair Grounds car park and each passenger in the car passing through the gate must possess an Entry

Ticket or an Exhibitors Pass. Failure of which, the passenger must pay the appropriate entrance ticket.

- d. Entrance ticket costs K3,000.00 per entry and K2,000.00 for school children accompanied by their teachers on specified school's visiting days.

24. CAR PARKING

- a. All Exhibitors should park their cars/motor vehicles at the designated Car Parks.
- b. No Cars or Motor Vehicles shall be parked in front of Exhibition Halls or passage ways.
- c. Wrong parking shall attract a penalty of K10,000.00 for each contravention.

25. ANTI-SOCIAL BEHAVIOUR

Exhibitors shall not engage in and shall not allow any part of their stands, pavilions or space allocated to them to be used for gambling, drinking, drugs, wrestling, boxing or any other activity of any anti-social behaviour. MCCCI's opinion should be sought and approval obtained in writing for proposed activities on the Trade Fair grounds which may offend or damage the reputation of MCCCI.

26. SUPPLEMENTARY CLAUSES

MCCCI reserves the right as and when necessary to issue supplementary regulations in addition to those in these Terms and Conditions for Participation.

27. DISPUTES / DIFFERENCES AND INTERPRETATION

Any dispute, difference, or question which may arise between MCCCI and any Exhibitor touching upon the construction of the Contract made between the parties and or these Terms and Conditions for Participation or the rights and liabilities of the parties shall be decided by the Planning Committee of the Trade Fair. Similarly for the purpose of interpretation of the foregoing Terms and Conditions/ individual clauses contained therein, the interpretation of MCCCI shall be final.

28. Further information about the Trade Fair and Payments can be obtained from:

Head, Business Linkages & Events, Malawi Confederation of Chambers of Commerce and Industry (MCCCI), P.O. Box 258, **BLANTYRE, MALAWI** E-mail: mccci@mccci.org. Website: www.mccci.org