

MLA SERVICE AND PARTICIPANT RESPONSIBILITIES - BEEF AND DAIRY LIVESTOCK ASIA 2017, VIETNAM

SERVICE	ACTIVITY
✓	Ensure Participants have signed the 'Organiser Terms and Conditions'
✓	Confirm Participants' exhibiting at the trade show in writing of booth space booking and next steps
✓	Negotiate and hold 'block' hotel booking for Participants (Participants to book directly with hotel)
✓	Upon request, provide participants with support for wall skin artwork
✓	Provide freight forwarding information to Participants per official freight forwarder
✓	Deliver furnished exporter booths including: - fascia with company name - 2 chairs - 1 table - wastepaper basket - additional items on request (e.g. TV, brochure rack)
✓	Upon request, provide visa support for Participants to obtain Vietnam visa
✓	Upon request, arrange interpreters for Participants
✓	Provide 'Welcome Kit' to exhibitors
✓	Produce exhibitor directory, as required
✓	MLA may arrange and host a networking event
✓	Notwithstanding unforeseen construction delays, ensure exhibitor access to stand by 5:00pm prior to show opening
✓	Coordinate on-site logistics
✓	Ensure WHS requirements are adhered to on stand
✓	Ensure a clean and tidy show
✓	Conduct participant survey on last day of show
✓	Participants will be provided with a post-show report

PARTICIPANT RESPONSIBILITY	ACTIVITY
✓	Agree to 'Organiser Terms and Conditions'
✓	If support required, provide wall skin artwork to MLA by 15 Feb 2017 for Printing
✓	Arrange and pay for own visas, flights, accommodation
✓	Arrange own freight, customs clearance etc for materials or equipment
✓	Be on-site for the duration of the trade show
✓	Complete Participant survey on last day of show