

MTPB Membership Guidelines

1. Introduction

Maldives Tourism Promotion Board (MTPB) has been marketing and promoting the Maldives as a destination with financial support and continuous assistance from the private sector. As financial support the industry has been contributing to the promotional fund on a voluntary basis. With the expansion of the industry, and increase in number of companies involved in tourism and related businesses, it is vital that some formal mechanism is developed to ensure that no company takes undue advantage and that all have a fair share of contribution and returns. Based on the feed back and comments from many in the industry and discussions with Tourism Promotion Advisory Council (TPAC) it appears that a 'Membership' scheme would provide a solution to many of the shortcomings we experience in efficiently and effectively managing the destination promotional activities.

It is proposed that with effect from 1st January 2008, **only members** of MTPB will have the opportunity to take part in promotional activities with MTPB.

2. MTPB Membership

MTPB membership is open to all companies and organizations involved in providing tourist facilities and services directly or indirectly.

Membership will be processed upon submitting the application form [Appendix 1] with respective payment. The tenor of membership is ONE calendar year (January – December). If an organization wishes to join MTPB as a member after the start of the year, the membership fees will be calculated for the remaining part of the year on a quarterly basis. This is applicable only to the year in which the organization applies for its membership for the first time. Full annual membership fee would be applicable for all subsequent years irrespective of the time of renewal of membership.

Membership fee: All the establishments/organizations who wish to become a member should pay an Annual Membership Fee as stipulated in Appendix 2

Membership Number: Upon granting membership, MTPB will issue a Membership Number for each Member. Renewal of membership should be made before the 1st of December each year.

Membership Logo: Members will have the right to use ‘MTPB Member’ logo as an identity of affiliation with MTPB.

3. MEMBERS ENTITLEMENT

The services that the MTPB members are entitled to include:

- Co-exhibition with MTPB at Trade and Consumer Exhibitions and Fairs, subject to Terms and conditions of co-exhibition with MTPB [Appendix 3]
- MTPB Website listing - *The name and contacts along with a profile of the establishments will be listed on the website of MTPB*
- MTPB Publications Listing¹ - Listings on *Annual Destination Guide* and *Visitors Guide* . .
- FREE Participation in SELECTED Road-shows, Seminars, Workshops, Media Events, and Trade Events organized by MTPB.
- FREE hyper link to Members Area from MTPB website “www.visitmaldives.com”
- Use of “*MTPB Member*” **Logo** in accordance with the terms and conditions of its usage.
- FREE Access to Resources Library at MTPB.
- Distribution of members’ news releases, subject to MTPB editorial approval.
- Invitation to host media /trade familiarization groups from across the world.

¹ *Getting listed on printed promotional material is subject to timing of Membership and timely submission of relevant documentations*

Appendix 1: MTPB Membership Application Form

MTPB MEMBERSHIP APPLICATION FORM	
Travel Agency Resort/Hotel Safari Vessel Dive Centre Guest House Transport Provider Pencil Island Company Other Establishment	<i>Name (as Registered)</i>
	<i>Registration No:</i>
	<i>Registered at (Name of the authority):</i>
	<i>Date of Registration:</i>
	<i>Registered Address:</i>
Operational License or Permit	<i>Number:</i> _____ <i>Issued by:</i> _____
	<i>Issued Date:</i> _____ <i>Expiry Date:</i> _____
Managing Director OR Chief Executive	<i>Name:</i> _____
	<i>Telephone Office:</i> _____ <i>Mobile:</i> _____
	<i>e-mail:</i> _____
Correspondence OR Contact Information	<i>Contact Person:</i> _____
	<i>Designation:</i> _____
	<i>Telephone Office:</i> _____ <i>Mobile:</i> _____
	<i>Mailing address:</i> _____
	<i>Website address:</i> _____
<i>I agree to the Terms and Conditions of MTPB membership.</i>	
<i>Signature:</i> _____	<i>Date:</i> _____
<i>Name:</i> _____	<i>Designation:</i> _____ <i>Seal:</i> _____
FOR MTPB USE ONLY	
Application received date:	Application received by:
Information validated by:	Membership fee (Amount Rf):
Membership Approved Date: _____	
Membership Number	_____

Appendix 2: MTPB Membership Fee Structure

Type of Establishment	Basic Annual Fee (USD)	Additional Fee, per Bed / Year (USD)
Resort/Hotels	1000	25
Safari Vessels	1000	10
Guest Houses	1000	5
Travel Agents	1000	0
Dive Operators	1000	0
Transfer Companies	1000	0
Picnic Islands	1000	0
Others *	1000	0
Foreign Tour Operators	3000	0
Foreign Travel Agents	3000	0

** Companies providing related consultancy services for hoteliers & travel agents or any other kind of companies connected to travel trade*

Appendix 3: Terms and Conditions of Co-exhibiting with MTPB

3.1 MTPB's role as the Exhibitor: MTPB concludes a participation Agreement with the Exhibition organizer, rents exhibition space, reserves a ready-made stand or stand of special design and supplementary services the event organizers whose name and/or logo is /are on the fascia of the stand it has rented or set up and its data are published in the catalogue, who is responsible for the targeted and careful use of the rented exhibition space, fair equipment and design elements. MTPB has to inform organizers in advance in writing of the co-exhibitor. Co-exhibitor contact data are published in the relevant catalogues accordingly.

3.2 Members' role as co-exhibitors: The co-exhibitor is an exhibitor who participates on the exhibition space rented by MTPB. This includes Maldivian and other national and regional tourist organizations, resorts, safari vessels, tour operators and travel agents, transport companies, hotels, other accommodation, publishers and associations of above fields, and companies providing related consultancy services for travel agencies and any other kind of companies connected to the travel trade can participate in the events.

3.3 Number of representatives by a Member: The standard number of representatives of each Member to an Exhibition is TWO. If any members wish to take any additional staff or representatives they should pay an additional fee, which is levied on progressive basis for each additional staff.

3.4 Exhibition List: In the Fourth Quarter of the calendar year MTPB will upload in their website Exhibitions/Fairs List. Members are entitled for FREE participation in some Fairs (especially fairs that are being participated for the first time).

3.5 Participation in the Exhibition: MTPB will circulate to all members Invitation to take part in Fairs. Those who wish to take part would be required to submit the circulated Co-Exhibitor Registration Forms with relevant payment to MTPB before the stipulated deadline. Co-Exhibition application will be accepted and allocated on first come first service basis. As the exhibition spaces are limited, number of allowable spaces will be communicated in the invitation for participation. In order to facilitate the registration process all the representative(s) of the organizations should submit:.

1. Completed Co-exhibitor Registration Form
2. Maldivian – Passport Copy – *if participating for the first time*
3. Foreigners – Passport Copies + Work permit
4. Applicable Fee (if any).

The Fee structure below is applicable to all registered MTPB members.

Type of Establishment	Participation Fee (Per exhibition)	Late- Entry Fee (USD)	Participation Fee after Late Entry Deadline (USD)
Resort/Hotels	No Participation Fee for the Fairs that are taking part for the first time An Administrative Fee of US\$100/- for each participant in selected Fairs.	300 Per Company	500 per Company
Safari Vessels			
Guest Houses			
Travel Agents			
Dive Operators			
Transfer Companies			
Picnic Islands			
Others			
Foreign Tour Operators	100 per Participant	300 per Company	500 Per Company
Foreign Travel Agents			

In order to ensure the quality of Maldives stand, it is highly recommended to limit the number of participants from each MEMBER to two (2).

3.6 Participation Fee for foreign Tour Operators and travel Agents: A participation fee of USD 100 (United States Dollars One Hundred Only) should be paid for each co-exhibitor if a foreign tour operator or travel agents wishes to take part in any exhibition. This fee will be applied to all the foreign tour operators and travel agents even though they have offices registered in the Maldives. In addition to the fee, they are also required to submit proof of existing business relationship/s with service providers in the Maldives with their Co- Exhibitor Registration Form.

3.7 What is included for Co- Exhibitors Fee: For each co-Exhibitor MTPB shall provide the following with no additional cost.

- *Registration Fees for TWO staff to participate in the exhibition*
- *Exhibitor Badges for the representative/s*
- *Visa Fees (if MTPB facilitates to obtain visa)*
- *Freight a standard amount of promotional materials (up to 14 Kilos for each exhibition) to the applicable exhibition*
- *Use the Exhibition Stand hired by MTPB for meetings and to distribute promotional leaflets on sharing/space booked (whichever is applicable)*

3.8 What is not included in Co- Exhibitors Fee

- International and domestic airfares;
- Meals not specified in a particular promotional event program;
- Transfers and or airport tax
- Accommodation;
- Items of a personal nature (eg. telephone bills, laundry etc);
- Travel insurance – this is the responsibility of each attending delegate; and
- Any hire of booth extras (eg. spotlights, AV equipment, additional signage etc)

3.9 Exhibition Catalogue Listing: Duly registered co-exhibitors contact details and company profiles will be published according to the rules and regulations set forward by the event organizer. MTPB cannot guarantee a listing for late entries.

3.10 Terms of Payments: All the payments must be submitted to MTPB either by cash/cheques (drawn in favor of Maldives Tourism Promotion Board) or by bank transfers to the following account.

Bank Name: Federal Reserve Bank of New York

Address: New York, N.Y 10045, USA

Beneficiary: Maldives Monetary Authority

USD Account Number: 021084830

Swift Code: FRNYUS33

3.11 Cancellation and Disqualification: All cancellations must be confirmed in writing. In the case of cancellation participation fees will not be reimbursed. In the event where applicant is disqualified MTPB will issue a document stating the reason(s) for disqualification.

If the cheque/s submitted to MTPB is dishonored by the bank beyond reasonable grounds, the party will be automatically disqualified to represent in the Exhibition organized or facilitated by MTPB.

3.12 Promotional Material/Collateral

- To maintain a consistent stand image, participants will not be permitted to erect or use any materials (posters, billboards) which might change the image of the stand
- Weight of the materials will be limited by MPTB depending on the size and type of the fair. Hence, participants should submit the amount/weight of informed by MTPB prior to the deadline. If participants wish to take any additional materials they may do so. However, in order to use the storage area efficiently participants should get the approval from MTPB before transporting the relevant materials to the stand.
- In order to distribute the most useful leaflets/brochures MTPB encourages participants to take the relative language of leaflets/brochures for different fairs.
- MPTB will not take the responsibility in bringing back the materials left over after exhibition. However, if the participants wish to take back the materials they may do so on their own expense.
- Participants must take the responsibility of forwarding the materials to the address provided by MPTB prior to the deadline fixed by MTPB. MTPB will not accept any materials delivered after the deadline.

Privacy: MTPB considers the responsible use of personal information to be of vital importance. MTPB is committed to respecting your privacy. However, we do need information from you when you register for events. This information may include your

name, home or business address and e-mail address. Once MTPB receives this information from you it is kept in a secure environment.

The information collected in your event application is for the purpose of event registrations and event management and will only be shared with other organizations with a similar purpose to our own, such as other event participants and event contractors, for the purpose of event management.

3.13 Privacy of other participants: MTPB may provide co-exhibitor with information relating to other event participants. This information is confidential and is provided to you for the purposes of the event only. The information provided to you by MTPB may be copyrighted and cannot be provided to a third party without the consent of MTPB and any individuals whose information is included.

3.14 Security: No specific security services will be provided for the event other than that of the organizer. However all participants are advised that all valuables should not be left unattended or unsecured at any time, as MTPB will accept no responsibility for any loss or damage suffered by participants or visitors.

3.15 Indemnity: All participants must indemnify and keep indemnified MTPB, its officers, employees, agents and contractors against all liability for death of or injury to persons or loss of or damage to property and all actions, claims, demands, losses, damages, costs and expenses whatsoever arising in respect of their participation in this event, unless such liability is caused by the negligence of MTPB