

EXHIBITION INFORMATION SHEET

EXHIBITION PERIOD: 31 JULY- 05 AUGUST 2023

VENUE

EENHANA CONVENTION CENTRE, B10 Onhuno-Okongo Road

CONTACT PERSON

Mr Gabriel Mwaninga Ms Ndeshi Nghifikwa Mr Paullo Shilongo
Tel: [065-290616](tel:065-290616) [065-290615](tel:065-290615) 065-290621

CLOSING DATE FOR EXHIBITION APPLICATIONS: FRIDAY, 30 JUNE 2023 AT 17H00

Bookings not paid for until the closing date will not be considered.

STALL INFORMATION

CORPORATE HALL STRUCTURE

*[Structures may not be painted
and no nails may be used on
the panels!]*

- Main Hall: 3m x 3m (9m²) Stand with aluminium frames and white hardboard partitioning.
- Top facial (painted white) with Exhibitor's name printed in block letters.
- Two spotlights on facial of stand and one 25amp plug point (220 volt).
- Grey/Blue/Green carpets
- Two Plastic Chairs and a table.

ERECTION OF STALLS

Commence on Friday the **28th - 30th July 2023**

DISMANTLING OF STALLS

Sunday, August 06, 2023; Dismantling and vacation of Stands shall only be allowed on the designated date. However, early dismantling can be allowed with prior arrangement with the Expo Management.

VENUE ACCESSIBILITY

OPENING TIME

- The gates shall be opened at 08h00-09h30 for Exhibitors only.
- The gates will be opened at 09h30 for the public.

CLOSING TIME

- The Exhibition Halls shall be closed at 21h00.
- All activities and entertainment shall end at 23h30
- The gates shall close at 00h00

ENTRANCE FEES

- Adults @N\$20.00
- Children @ N\$10.00
- Vehicles @ N\$10.00.
- Schools N\$150.00 (Maximum 50 Learners)

TERMS AND CONDITIONS

- Applications for Exhibition shall commence on Monday 24 April 2023 at 08h00.
- All Applications shall end on 30 June 2023.
- Cancellation of stand should be submitted in writing on or before 21 July 2023. A 15% administration fee shall be payable on this cancellation.
- A 50% administration fee shall be payable on a cancellation effected during or after the Expo.
- No refund on cancelled stands shall be affected after the Expo.
- No refund shall be affected after participation.
- All Exhibitors must have a valid Liquor Trading License to sell alcoholic beverages. No Exhibitor will be permitted without valid Liquor License.
- No applications are to be accepted without payment
- Corporate Entities should provide Purchase Orders with their applications
- All Exhibition will receive a detailed Program of the Event, 2 Exhibitor Passes, 1 Vehicle Pass.
- Extra Exhibitors Pass will **cost N\$100.00,**
- Exhibitors in the Main Hall, Open Space and Tents will receive a table and 2 black Plastic Chairs
- Exhibitors at food & beverages stalls should bring their own chairs and tables
- **Due to high demand of stalls, Applicants should confirm the availability of stalls before making any payment**

BANKING DETAILS

| | |
|-----------------------|---------------------------------|
| Bank Name | : Standard Bank |
| Account Name | : Eenhana Trade & Business Expo |
| Account type | : Call Account |
| Account Number | : 589219758 |
| Branch Name | : Eenhana |
| Branch Code | : 00 59 72 00 |

NB: Kindly send us a copy or bring along your deposit/payment slip as proof of payment. No receipts will be issued without proof of payment.

CORRESPONDENCES

All official correspondences must be in writing and shall be addressed to:
The Chairperson, Eenhana Expo P/Bag 88007
108 Church Street
EENHANA-NAMIBIA
E-mail: benjaming@eenhanatc.na

APPLICATION FORM

EXPO PERIOD: 31 JULY- 05 AUGUST 2023

EXHIBITOR'S NAME

ADDRESS

CONTACT DETAILS

Tel:

Fax:

E-Mail:

NB: *Only Applications with proof of payment will be allocated stalls. No unpaid booking will be considered unless a Purchase Order has been issued and accepted.*

Please indicate the Hall / Space of your choice

| EXHIBITION BASIC RATES [PRICES] | Main Hall: Stall is 3x3m (Shell Scheme Structure, Air-condition | N\$4000.00 | |
|------------------------------------|---|------------|--|
| | Open Space Big | N\$1500.00 | |
| | Open Space Small | N\$700.00 | |
| | Pagoda | N\$1500.00 | |
| | Food Stall / Kapana | N\$1500.00 | |
| | Poultry & Small Livestock (Chicken, Pigs and Goats) | N\$ 600.00 | |
| | SME Tent | N\$500.00 | |

Please indicate exhibition Category/Sector in the table below:

| EXHIBITION CATEGORIES | Local/Regional Authority | ICT Equipment | |
|-----------------------|---------------------------------|-----------------------------------|--|
| | Agriculture (Livestock Farming) | NGO | |
| | Clothing/Textile | Horticulture | |
| | Art/Craft/Pottery | Beauty/Health Care | |
| | Chemicals/Pharmaceuticals | Food & Beverages | |
| | Education | Media | |
| | Government Ministry | Property Development /Real Estate | |
| | Tourism/Hospitality | Corporate Company/ Parastatal | |

Please indicate if your organisation will provide an information/Presentation Session during Expo

[IF YES] *please indicate the topic below:*

NOTE: * *An information/Presentation session will be delivered in a tent at **N\$ 500.00***
* *Information session will be part of the main program and will be announced on radio.*

SIGNATURE & AGREEMENT

| | | | | | |
|------------------------------------|--|-------------------|--|------------------|-------------|
| Representative Name (Print) | | | | | |
| Position | | | | | |
| Office No: | | Mobile No: | | E-Mail | |
| Signature | | Date | | Signature | Time |

FOR OFFICE USE ONLY

| | | | | | |
|---------------------------------|----------------------|------------|--|-----------|--|
| RESERVATION APPROVAL | Approved | YES | | NO | |
| | Processed by: | | | | |
| | Amount Paid: | | | | |
| | Stall No: | | | | |
| | Invoice No: | | | | |

