

EXHIBITION INFORMATION SHEET

EXHIBITION PERIOD: 29th JULY- 04th AUGUST 2024

VENUE

EENHANA CONVENTION CENTRE,

CONTACT PERSONS

1. Mr Gabriel Mwaninga at 065-290616
2. Ms Ndeshi Nghifikwa at 065-290615
3. Mr Paullo Shilongo at 065-290621
4. Ms Ottilie Shingenge at 065-290628

CLOSING DATE FOR EXHIBITION APPLICATION: FRIDAY, 19 JULY 2024 AT 17H00

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

STALLS INFORMATION

Main Hall:

- 3m x 3m (9m²) stall with aluminium frames and white hardboard partitioning.
- Top facial (painted white) with Exhibitor's name printed in block letters.
- Two (2) spotlights on facial and one 25amp
- Carpets on the floor
- Two (2) Plastic Chairs and one (1) table.

Food Stalls/Kapana

- 3 x3 m stall with plastic mesh on the edges
- One bulb and one plug point (220 volt). **(Do not bring your music appliances)**
- Exhibitors bring their own tables and chairs as well as materials to beautify their stalls

Open Space Small

- 3x3 with a power point plug point (220 volt).
- Two (2) Plastic Chairs and one (1) a table.
- Exhibitors bring their own shades and beautifying materials of their stalls

Open Space Big

- 9x9m space with a power point plug point (220 volt).
- Two (2) Plastic Chairs and one (1) a table.
- Exhibitors bring their own shades and beautifying materials of their stalls

SME Tent (Space):

- A table space inside the tent with Two (2) Plastic Chairs and one (1) table.

ERECTING OF STALLS

- Commence on Friday the **26th - 28th July 2024**

DISMANTLING OF STALLS

- **Sunday, 4TH August 2024;** 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 Main Hall shall be closed at 21h00.
- SME Tent shall be closed at 22H30 and Food Stalls shall be close at 23H00
- All activities and entertainment shall end at 23H00
- Expo Centre shall close at 00h00

ENTRANCE FEES Per entry

- 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 06th MAY 2024 at 08H00.**
- All Applications shall end on **19th July 2024.**
- Cancellation of stands should be submitted in writing on or **before 22 July 2024.** A 15% administration fee shall be payable on this cancellation.
- A 50% administration fee shall be payable on a cancellation effected during the Expo.
- No refund after full participation on exhibition.
- 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.
- A once-off 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: 29th JULY- 04th AUGUST 2024

EXHIBITOR'S NAME

ADDRESS

CONTACT PERSON

Tel:

Fax:

Mobile NO.

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 tick [v] 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\$2000.00 | |
| | 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 | |
| | Others (please indicate) | | |

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

| | | | |
|-----------------------|--|-------------------|--|
| Contact Person | | | |
| Position | | | |
| Office No: | | Mobile No: | |
| Signature | | Date | |
| | | Time | |

FOR OFFICE USE ONLY

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