

## EXHIBITION INFORMATION SHEET

**EXHIBITION PERIOD: 25<sup>th</sup> JULY- 2<sup>nd</sup> AUGUST 2025**  
**VENUE: EENHANA CONVENTION CENTRE**

Private Bag 88007, Eenhana  
E-Mail: info@eenhanatc.na

Tel: 065-290618  
Fax: 065-263068

### CONTACT PERSONS

1. Mr Gabriel Mwaninga at 065-290616
2. Ms Ndeshi Nghifikwa at 065-290615
3. Mr Paullo Shilongo at 065-290618
4. Mr Simeon Martin at 065-290621
5. Ms Shakela Ndahafifwa (for all payment queries)

**CLOSING DATE FOR EXHIBITION APPLICATION: FRIDAY, 18 JULY 2025 AT 17H00**

Bookings not paid for until the closing date will earn a 10% increase.

### STALLS INFORMATION

#### Main Hall:

- 3m x 3m (9m<sup>2</sup>) 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

- 3m x3m stall with back wall separated with a plastic mesh
- 2 tube bulb and two 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

- 3mx3m with a power point plug point (220 volt).
- Two (2) plastic chairs and one (1) table.
- Exhibitors bring their own shades and beautifying materials of their stalls

#### Open Space Big

- 9mx9m space with a power point plug point (220 volt).
- Two (2) plastic chairs and one (1) 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
- One (1) plug point

**NB: ALL APPLICATION FORMS FOR FOOD STALLS SHOULD BE SUBMITTED IN A HARD COPY AT COUNCIL'S CASHIER**

**ERECTING OF STALLS**

- Commence on Tuesday the **23<sup>th</sup> - 24<sup>th</sup> July 2025**

## DISMANTLING OF STALLS

- **Sunday, 3<sup>rd</sup> August 2025;** 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 23H30
- All activities and entertainment shall end at 00H00
- Expo Centre shall close at 00h00

### ENTRANCE FEES Per entry

- Adults @ N\$20.00
- Children @ N\$10.00
- Vehicles @ N\$10.00.
- Schools @ N\$200.00 (Maximum 50 Learners)

## TERMS AND CONDITIONS

- Applications for Exhibition shall commence on **Friday, 18 April 2025 at 08H00.**
- All Applications shall end on **18<sup>th</sup> July 2025.**
- Cancellation of stands should be submitted in writing on or **before 18<sup>th</sup> July 2025.** 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\$150.00,**
- 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

|                       |                        |
|-----------------------|------------------------|
| <b>Bank Name</b>      | : Standard Bank        |
| <b>Account Name</b>   | : Eenhana Town Council |
| <b>Account type</b>   | : Call Account         |
| <b>Account Number</b> | : 589219758            |
| <b>Branch Name</b>    | : Eenhana              |
| <b>Branch Code</b>    | : 087 072              |

**NB: Kindly send us a copy or bring your deposit/payment slip as proof of payment. Please use your full Name Surname or Company Name as a reference when paying online or Bank transfer.**

## 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: info@eenhanatc.na

APPLICATION FORM:

**EXPO PERIOD: 25<sup>th</sup> JULY- 02<sup>nd</sup> AUGUST 2025**

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.*

**NB: ALL APPLICATION FORMS FOR FOOD STALLS SHOULD BE SUBMITTED IN A HARD COPY AT COUNCIL'S CASHIER**

*Please tick [v] the Hall / Space of your choice*

|  |   |            |  |
|--|---|------------|--|
| <b>EXHIBITION BASIC RATES</b><br><b>[PRICES]</b> | 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 (including temporal liquor's licence)       | N\$2300.00 |  |
|  | Poultry & Small Livestock (Chicken, Pigs and Goats)             | N\$ 700.00 |  |
|  | SME Tent  | N\$500.00  |  |

*Please indicate exhibition Category/Sector in the table below:*

|                              |                                 |                                   |  |
|------------------------------|---------------------------------|-----------------------------------|--|
| <b>EXHIBITION CATEGORIES</b> | 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

|                       |                   |               |  |
|-----------------------|-------------------|---------------|--|
| <b>Contact Person</b> |                   |               |  |
| <b>Position</b>       |                   |               |  |
| <b>Office No:</b>     | <b>Mobile No:</b> | <b>E-Mail</b> |  |
| <b>Signature</b>      | <b>Date</b>       | <b>Time</b>   |  |

## FOR OFFICE USE ONLY

|                                 |                      |  |            |  |           |
|---------------------------------|----------------------|--|------------|--|-----------|
| <b>RESERVATION<br/>APPROVAL</b> | <b>Approved</b>      |  | <b>YES</b> |  | <b>NO</b> |
|                                 | <b>Processed by:</b> |  |            |  |           |
|                                 | <b>Amount Paid:</b>  |  |            |  |           |
|                                 | <b>Stall No:</b>     |  |            |  |           |
|                                 | <b>Invoice No:</b>   |  |            |  |           |

