

## EXHIBITION INFORMATION SHEET

**EXHIBITION PERIOD: 27<sup>th</sup> JULY- 1<sup>st</sup> AUGUST 2026**  
**VENUE: EENHANA CONVENTION CENTRE**

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

Tel: 065-290618

### CONTACT PERSONS

1. Ms Ndeshi Nghifikwa at 065-290615
2. Mr Paullo Shilongo at 065-290618
3. Mr Simeon Martin at 065-290621
4. Ms Shakela Ndahafifwa 065-290610 (for all payment queries)

**CLOSING DATE FOR APPLICATION: FRIDAY, 17<sup>th</sup> JULY 2026 AT 17H00**

### STALLS INFORMATION

#### Main Hall:

- 3m x 3m (9m<sup>2</sup>) stall with aluminium frames and white hardboard partitioning.
- Shell Scheme Structure, Air -conditioned Hall
- 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).
- Exhibitors bring their own shades and beautifying materials of their stalls
- Exhibitors bring their own chairs and tables

#### Open Space Big

- 6mx6m space with a power point plug point (220 volt).
- Exhibitors bring their own shades and beautifying materials of their stalls
- Exhibitors bring their own chairs and tables

### ERECTING OF STALLS

- Commence on Tuesday the **25<sup>th</sup> - 26<sup>th</sup> July 2026**

### DISMANTLING OF STALLS

- **Sunday, 2<sup>nd</sup> August 2026;** 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 & CONDITIONS

- All Applications shall end on **17<sup>th</sup> July 2026**.
- Cancellation of stands should be submitted in writing on or **before 17<sup>th</sup> July 2026**. 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.
- No applications to be accepted without payment
- Corporate Entities and Government ministries should provide Purchase Orders with their applications
- All Exhibition will receive a detailed Program of the Event, 2 Exhibitor Passes, 1 Vehicle Pass inclusive of the stall payment
- A once-off extra Exhibitors Pass will **cost N\$150.00**,
- **Applicants should confirm the availability of stalls before making any payment**

## BANKING DETAILS

**Bank Name** : Standard Bank  
**Account Name** : Eenhana Town Council  
**Account type** : Call Account  
**Account Number** : 589219758  
**Branch Name** : Eenhana  
**Branch Code** : 087 072

**NB: Please send us a copy or bring your deposit/payment slip as proof of payment. Please use exhibitor's 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](mailto:info@eenhanatc.na) / [ceo@eenhanatc.na](mailto:ceo@eenhanatc.na)

**APPLICATION FORM FOR EXHIBITION:**

**EXPO PERIOD: 27<sup>th</sup> JULY- 01<sup>st</sup> AUGUST 2026**

**EXHIBITOR'S NAME**

**ADDRESS**

**CONTACT PERSON**

Tel:

Fax:

Mobile NO.

E-mail:

**NB: ALL APPLICANTS FOR FOOD STALLS MUST ATTACH CEETIFIED COPY OF THEIR ID**

*NB: Only Applications with proof of payment or Purchase Order will be accepted*

**EXHIBITION SPACE RATES /PRICES [ PLEASE TICK ]**

Main Hall: Stall is 3x3m (Shell Scheme Structure, Air-condition	N\$4000.00	
Open Space Big ( 6mx6m) (bring your own shades, table and chairs)	N\$1500.00	
Open Space Small ( 3mx3m) (bring your own shade, table and chairs)	N\$700.00	
Pagoda ( 3mx3m)	N\$1500.00	
Food Stall / Kapana (including liquor's licence)	N\$2300.00	
Poultry & Small Livestock (Chicken, Pigs and Goats) ( 3mx3m) mesh cages	N\$ 700.00	
SME Tent: (bring your own table and chairs)	N\$500.00	

**EXHIBITION CATEGORIES: [PLEASE TICK]**

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)		

**FOR OFFICE USE ONLY**

<b>RESERVATION 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>		