

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 065-290608

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:					