

EXHIBITOR REGISTRATION FORM
MKTE 2016 (12-14TH OCTOBER)
KENYATTA INTERNATIONAL CONVENTION CENTRE (KICC)

CONTACT DETAILS

COMPANY NAME *			
PHYSICAL ADDRESS*		STREET NAME	
POSTAL ADDRESS *	P.O. BOX	CODE & CITY	
TEL.*		FAX	
CONTACT PERSON*		EMAIL	
WEBSITE *			

STAND SIZE AND COST

STAND TYPE	STAND DIMENSIONS (M ²)	NO OF UNITS REQUIRED*	RATES FROM APRIL TO JUNE 10 th (USD)	RATES FROM JUNE 1 ST (USD)	AMOUNT (KES)
STANDARD BOOTH	9		1,800	2,475	
2 SIDES OPEN +5%					
3 SIDES OPEN +10%					
4 SIDES OPEN +15%					
CO-EXHIBITORS/STAND SHARERS				350	
TOTAL*					
PLEASE TICK APPROPRIATELY*	SHELL SCHEME BOOTH		SPACE ONLY		

Space is sold in 9M² units measuring 3 by 3 meters. Please fill the table above and sign below. An invoice will be e-mailed to you once we receive the signed form. Space will be issued based on availability and on first come basis.

Name

Signature

SHARING EXHIBITORS

Please provide the co-exhibitor details.* There's a charge of USD 350 for every sharing exhibitor.

NO.	COMPANY	EMAIL ADDRESS
1		
2		
3		
4		
5		
6		
7		

NOTE: - If the provided space is not adequate, an additional list can be submitted in a spreadsheet with company name, contact person, address and email.

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8.	Others (please specify)	
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Please key in the 50 word profile here...

BALANCE

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SPECIAL CONDITIONS FOR PARTICIPATION – PLEASE READ CAREFULLY

- a. **Withdrawal & Refunds:** There will be no refund if an exhibitor withdraws after payment of the participation fee beyond **30th June 2016**. In the event that a participant pays for participation and wishes to withdraw after this date, they will have to forfeit their contributions.
- b. **Deadline for registration – 30th June 2016.** The exhibitor catalogue goes to print.
- c. **Entry to the Exhibitor Catalogue:** Company details provided on the application form and the profile attached electronically (email) shall be used. This form is sent in an editable format to enable exhibitor's key in all the details. **Non legible** application forms filled by hand or faint scanned copies shall not be accepted.
- d. **Print Catalogue deadline:** Applications received after **30th June** will not be included in the print catalogue.
- e. **Fair Dates and times:** 12-14th October 2016
- f. **Build up dates:** 10-11th October 2016
- g. **First come first serve policy:** Booths will be allocated to participants based on first to pay within the stipulated deadline. Registration is only complete once we receive the signed form and full payment.
- h. **Space will be allocated based on availability.** Please note that some configurations may not be possible given the layout of the exhibition hall.
- i. The floor plan/layout may change from time to time. In case of changes to the floor plan, the registered exhibitors will be notified. We will endeavor however to keep you within the area already selected.
- j. Allocation of space remains the exclusive right of the organizers.
- k. All the fields marked with an asterix have primary information and must be filled. Incomplete registration forms will not be accepted.

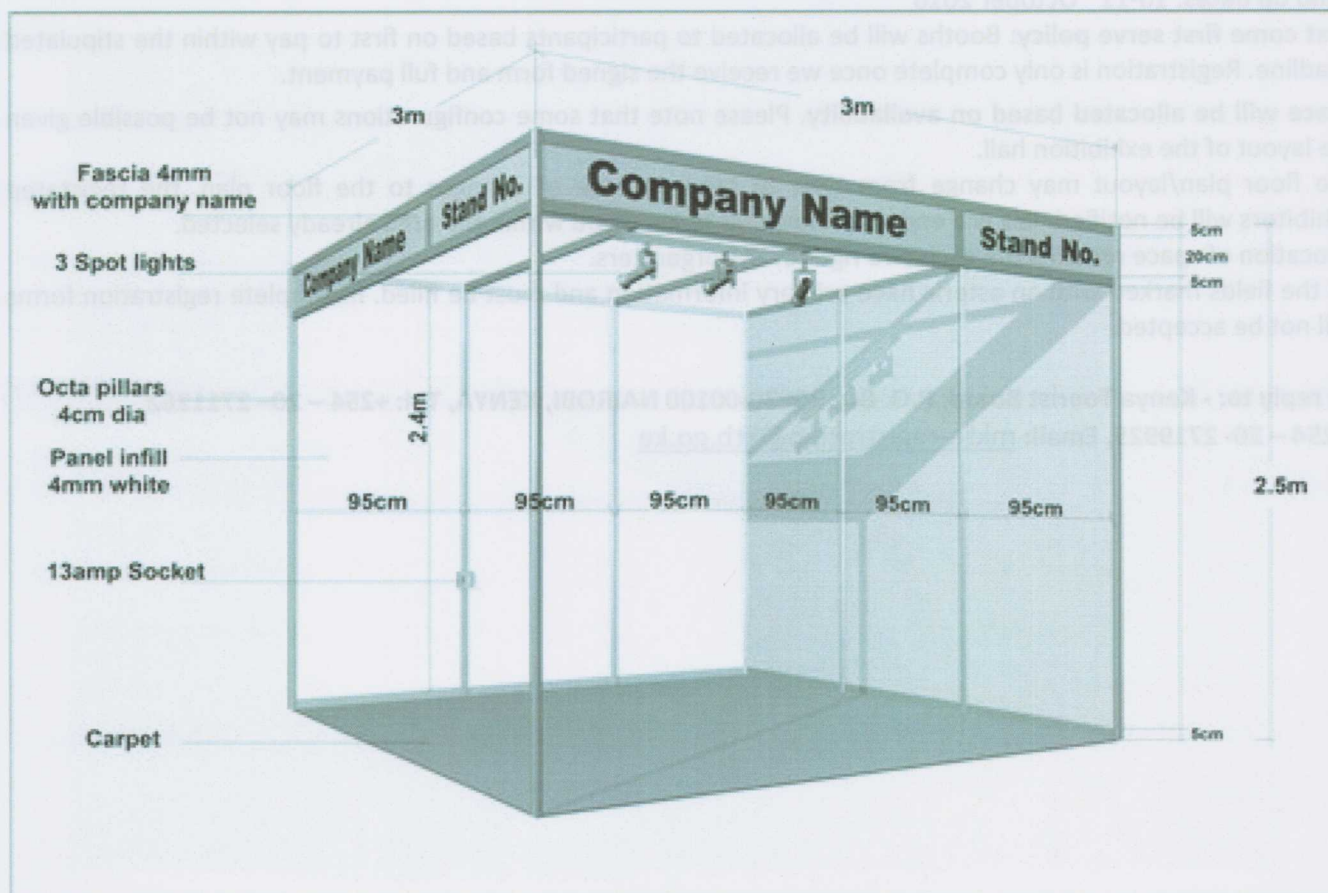
Please reply to: - Kenya Tourist Board, P.O. Box 30630-00100 NAIROBI, KENYA, Tel: +254 – 20– 2711262,
Fax: +254 – 20- 2719925, Email: mkte-registration@ktb.go.ke

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STANDARD BOOTH DETAILS

Octanorm Shell Scheme Booths will be provided with the space except where an exhibitor is building a custom stand. The specifications will be as follows:

- 3 m x 3 m Octanorm aluminum structure with a Height of 2.5m
- White board infill wall panels
- Track spot lights (2 nos.)
- Power socket (1 no.)
- A table (1 no.)
- Black exhibition/conference chairs (2 nos.)
- Waste basket (1 no.)
- Fascia name vinyl cut on white board



CUSTOM BUILT STANDS & DECORATIONS

- All standard booths will be equipped as detailed above. Any additional decoration, branding and accessorizing will be done by the exhibitors at their own cost and arrangement.
- Shell scheme structure & furniture will be provided for all exhibitors unless an exhibitor requests for space only. Only stands above 18 square meters will be sold as space only. Exhibitors with standard booths can however add to or replace the furniture supplied at their own cost.
- Branding by exhibitors should be within their allocated space only. No branding material and furniture items are allowed on the isles.
- Custom built stands are optional and the respective exhibitors are required to prepare the designs and submit for approval by 10th August 2016. The exhibitor shall meet the full costs of their custom built stands. Going for a space only option will not attract any discounts on the space rental costs indicated.

