



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

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 asterisk 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