

### 1. EXHIBITOR DETAILS

Company Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

**Size of Business**

Small Enterprise  Medium Enterprise  Corporate  Multi- National  Government

Exhibits to display: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Address: \_\_\_\_\_

Alternative Contact Person: \_\_\_\_\_

Mobile: \_\_\_\_\_ Tel: \_\_\_\_\_

Country: \_\_\_\_\_ Town \_\_\_\_\_

**Stand Dimensions**

3X3m<sup>2</sup>  3X6m<sup>2</sup>  3X9m<sup>2</sup>  6X6m<sup>2</sup>  6X9m<sup>2</sup>  3X12m<sup>2</sup>  9x12m<sup>2</sup>

**Display name to appear on fascia board** \_\_\_\_\_

Custom built stand  or Partitioned stand  or Full Pavillion

### 2. STAND EXCELENCE AWARDS

*"The exhibitor may select categories of interest from the list below for stand excellence awards. EIPA reserves the right to change the exhibitor's selection. (Please tick below)"*

**CATEGORIES**

**Government, NGOs & Parastatals**

- 1. Government Ministries / Departments
- 2. Municipalities & Utilities
- 3. NGOs & Social Support Institutions
- 4. Business Support Institutions
- 5. Foreign Government & SOEs

**Private Sector**

- 6. Foreign Companies
- 7. Agro Business & Coops

**Private Sector**

- 8. Manufacturing & Processing
- 9. Education and Information Services
- 10. High Tech Enterprises (Technology)
- 11. Financial Institutions (Banking & Non-Banking)
- 12. Distribution & Retail Business
- 13. Economic Development Initiatives
- 14. Innovation & Creative Industries
- 15. Best Overall Exhibitor

### 3. EXHIBITION AREA

Tick Preferred Location

Hall	Stand Size	Rates	✓
Hall 1 (Private Sector, Foreign Exhibitors)	Prime stand (min.54m <sup>2</sup> )	E2 648/m <sup>2</sup>	
	Basic (Min. 9m <sup>2</sup> )	E1 585/m <sup>2</sup>	
	International Exhibitors	US\$170/m <sup>2</sup>	
Hall 2 (Govt,SMEs, NGOs)	Basic (Min. 9m <sup>2</sup> )	E1 585/m <sup>2</sup>	
Pavilions (Govt,SMEs, NGOs)	Basic (Min. 9m <sup>2</sup> )	E1 585/m <sup>2</sup>	
Full Pavillion	180m <sup>2</sup> + Facilities	E1 585/m <sup>2</sup>	
Outdoor Exhibition	Basic (Min. 12m <sup>2</sup> )	E1 585/m <sup>2</sup>	
Consumer Marquee	Basic (Min. 9m <sup>2</sup> )	E689/m <sup>2</sup>	
Vendors	1. Instant Photos, 2. Face Painting, 3. Mascots, 4. Balloon Art	E1 132.00 (each)	
	1. Toys, 2. Candy Floss & Popcorn *excluding Soft Drinks	E4 528.00 (each)	
	1. Mobile Kitchen, 2. Ice Cream 3. Go Karts	E5 660.00 (each)	
	Fruits, Snacks *excluding drinks and veggies	E566.00	
Outdoor Branding	Single Banner Cluster Banner Wall Banner	E 150 E 300 E 100/m	Amount for full EITF (10 Days)

I confirm that I have read, understand, and agree to all the clauses stated on the "Terms and Conditions",

**I hereby request admission to the EITF 2019.**

Name \_\_\_\_\_ Position \_\_\_\_\_ Signature \_\_\_\_\_

Application forms should be returned by 15 June 2019  
Email forms to: eitif@sipa.org.sz or hand delivered at:  
Mavuso Offices (Manzini) or EIPA Headquarters in Mbabane

For enquiries please contact these numbers;  
Cell: (+268) 7802 3485 / (+268) 7802 3487  
Tel: (+268) 2404 0470/2 – EIPA Offices  
Tel: (+268) 2505 9020 – Mavuso Offices

Company  
Stamp

## **1. Application for Exhibitors**

In order to be considered an Exhibitor, an application form must be completed and signed by a legally competent individual, and delivered to the EITF before the deadline. Mailing or delivering the Application Form to the EITF does not constitute a formal agreement that the Exhibitor has been accepted. Contractual Conditions are constituted only after the EITF has sent written confirmation of acceptance to the Exhibitor. In case of acceptance, Exhibitors will be bound by all the Terms and Conditions.

The EITF reserves the right to refuse any application without giving cause. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation on same.

## **2. Obligations and Rights of the Exhibitor**

Exhibition booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form. Advertising materials may be distributed only within the confines of the booth. Partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited. The EITF reserves the right to enter any booth at any time. Booths need to be fully manned during exhibition hours (09:00hrs – 18:00hrs). The exhibition halls are to be used only during regular opening hours. It is strictly forbidden for companies, which are not exhibitors, to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

## **3. Obligations and Rights of the EITF**

The EITF reserves the right to revise the time and location of the exhibition or to shorten the duration of the exhibition. Any change regarding the time and duration of the exhibition does not entitle the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim for damages incurred by these changes.

## **4. Liability Insurance**

Equipment and all related display materials installed by exhibitors are used at the exhibitor's own risk and shall not insured by the EITF. The EITF shall not be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The Exhibitor agrees to be responsible for their property and personnel, and for the property and personnel and for any third party who may visit his space to be covered by full and comprehensive insurance.

## **5. Set-up of exhibition booths**

Before setting up their booths / displays / installations, Exhibitors must first contact the EITF to confirm placement of their booth as well as any special regulations and or instructions. Standard side and back walls of booths are to be 2.5 (2 and a half) metres high. For any variation from this norm, specific permission must be obtained in advance from the EITF. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to any additional rented objects/facilities.

Booths must be set up and completed during the timeframe designated. The dates 20<sup>th</sup> – 28<sup>th</sup> August 2019 are designated for setting up exhibition booths. All delivery vehicles will only be allowed during this period thereafter only accredited exhibitor vehicles will be allowed within the exhibition premises, as per the rules on movement of vehicles set up in this contract. All exhibition booths must be complete before the start date of the exhibition.

An Exhibitor or advertising company contracted by the Exhibitor who wishes to set up a booth or exhibit of their own design and construction must first submit sketches and plans with a statement of colour schemes of such a booth or exhibit to the EITF. The EITF reserves the right to demand changes in such booths or exhibits should safety regulations, technical requirements, or the responsibility of preserving or obtaining the best possible overall image for the exhibition, as judged by the EITF, so require.

Exhibitors must avoid obstructing the view of or access to neighbouring booths. Special care must be taken to avoid the use of lights or spotlights that may inconvenience visitors or neighbouring booths. The EITF reserves the right to close or obstruct unused entrances or exits to the exhibition rooms and the right to direct the Exhibitor to another space in the exhibition hall if necessary even if this directive conflicts with previous written agreements.

## **6. Maintenance of booths and exhibition area**

Exhibitors are responsible for the proper care of the floors, walls, staircases and storage rooms as well as the hired booths and furnishings. Hired booths and furnishings must be returned in an acceptable condition and in an orderly

way. To avoid scratches and furrows on floors as a result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors and their shipping agents, on specific orders from the exhibitor, must take special care when transporting heavy packing cases and heavy loads.

Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from the EITF. It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths. Empty containers and packing materials must be disposed of at the exhibitor's expense before the start of the exhibition.

## **7. Safety**

No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls, unless approved by the EITF as a custom built stand design. Prior to use, written proof of this fact must be presented to the EITF. National safety standards, Police regulations, fire regulations and other official regulations must be observed at all times, including during the construction and dismantling of the exhibits.

## **8. Electrical installations/power consumption**

Electrical installations within the booth are at the Exhibitor's expense; however, such installations may only be carried out by an electrician accredited by an authorised body in Swaziland. The EITF is not responsible for any loss or damage, which may occur from interruptions or defects in the electric power supply.

## **9. Dismantling of booths**

The Exhibitor must dismantle the booth within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area and clean the floor. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost and which are left behind become the property of the EITF, and no reimbursement will be made for such items. The EITF may demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away their exhibit in a timely manner, these items will be removed by the EITF at the Exhibitor's cost.

## **10. Outdoor Branding**

Exhibitors have the right to fully brand their allocated exhibition space. In a bid to control overcrowding of banners and advertising material, no branding shall be permitted without the prior written approval and payment of a branding fee. Exhibitors that wish to place exterior branding must get consent from the EITF office. Special preference shall be afforded to sponsors and partners of the EITF.

## **11. Opening Ceremony**

All exhibitors are expected to attend the opening ceremony, which has been set for the 31<sup>st</sup> August 2019. Exhibitors may send representative as per the communication that will be sent before exhibition starts. In the course of the opening ceremony access to the exhibition area will be limited for both exhibitors and visitors, until the EITF is declared as officially open.

## **12. Exhibitor Accreditation**

Exhibitors shall be accredited for the EITF which shall grant them access to special areas of the exhibition and shall serve as a security clearance for access beyond normal exhibition times. The number of officers accredited per exhibitor shall be in accordance to the exhibition space allocated, i.e. one official per 9m<sup>2</sup>. There shall also be one delivery vehicle accredited per exhibitor for access into the exhibition compound.

## **13. Parking**

In the course of the EITF, there will be no vehicles allowed to park within the exhibition compound. Only accredited vehicles shall be allowed within the premises, for delivery and services only. All vehicles, including accredited cars, shall be parked at the main parking area of the EITF. Only special purpose vehicles such as police, fire & emergency, ambulances, diplomats and vehicles ferrying specialised equipment shall be allowed within the premises.