



26th February 2019

Dear Esteemed Exhibitor

Invitation to the 13th Erongo Business and Tourism Expo 2019

You will be delighted to hear that preparations have commenced pertaining to the hosting of this year's 13th edition of the Erongo Business and Tourism Expo, and all indications reflect that the Erongo Business and Tourism Expo will maintain its position as the country's 3rd largest exposition in terms of exhibitors and visitor numbers. The Erongo Expo as commonly referred to, is scheduled to kick-off from 30 October – 02 November 2019 at the Municipality of Walvis Bay Civic Centre.

Last year, the Erongo Expo exhibitors gained maximum exposure and benefited through the attendance of the Foreign Embassies, amongst others, who showed their support and interest in various sectors of business and that introduced their products and services at the event. What was also very welcoming and appreciated, was the attendance of Honorable Minister of Industrialization, Trade and SME Development, Tjekero Tweya who officially opened the event, encouraging our fellow exhibitors and our country to continue in their support towards events such as the Erongo Business and Tourism Expo.

This events paves the way for various sectors to utilize the opportunity to market their products and services. It is a very important event that brings together customers, consumers and suppliers of goods and services to provide the necessary exposure and create ideal opportunities for sales and business linkages. It is also an exciting venue for different cultures local, national and beyond borders to rub shoulders and share new ideas regarding trade and future business.

It is against this background that we extend an invitation to the local and international business community, both large, corporate and small-to-medium enterprises to participate at this year's 13th Erongo Business and Tourism Expo.

Please address all queries to Ms. Desiré Stevens at +264 81 285 2980 or email us at erongoexpo@africaonline.com.na . You are welcome to visit at our office at Jan Wilken Stadium, Nr 42, Walvis Bay.





Dear valued exhibitor, please accept the assurance of my highest regard.

Sincerely,

Eddie Stevens

Expo Studio Namibia

TEL: + 264 (0) 61 25 74 16

Cell: + 264 (0) 81 128 70 38

<http://www.expostudionam.com>

Desire Stevens

Erongo Business and Tourism Expo Walvis Bay

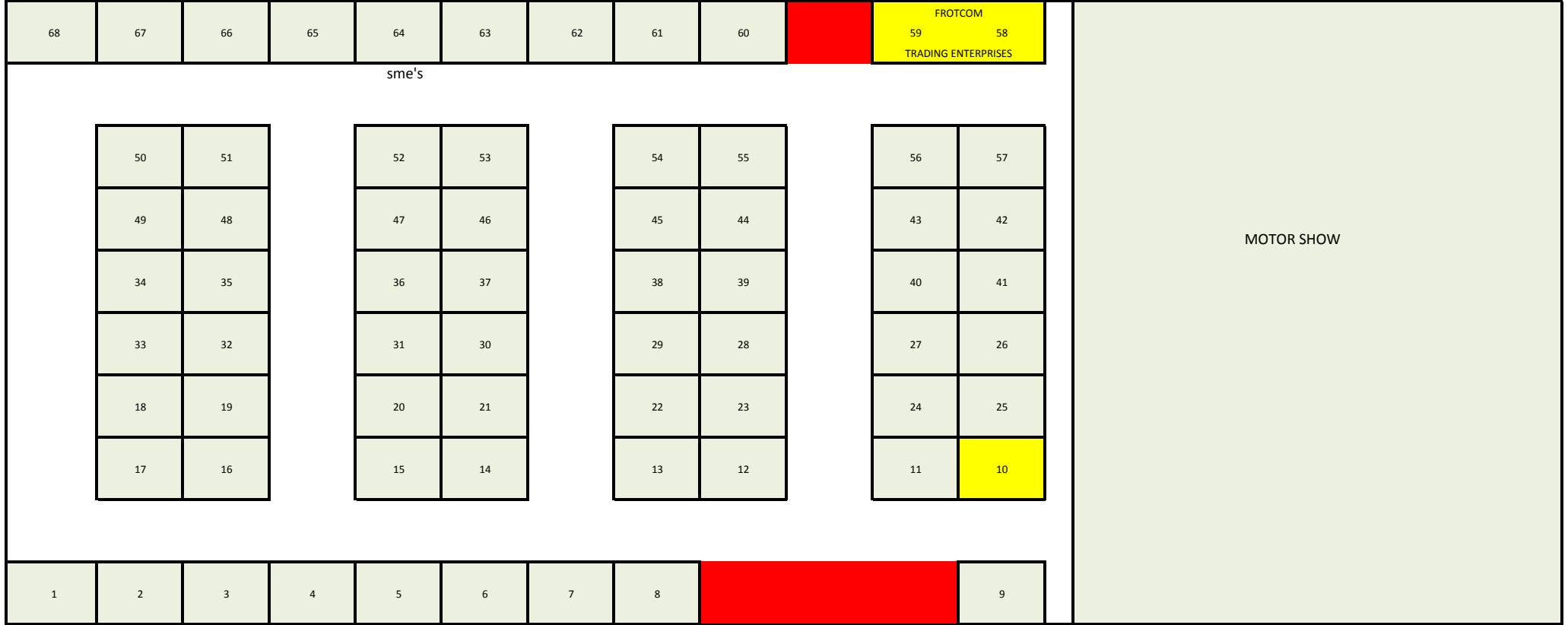
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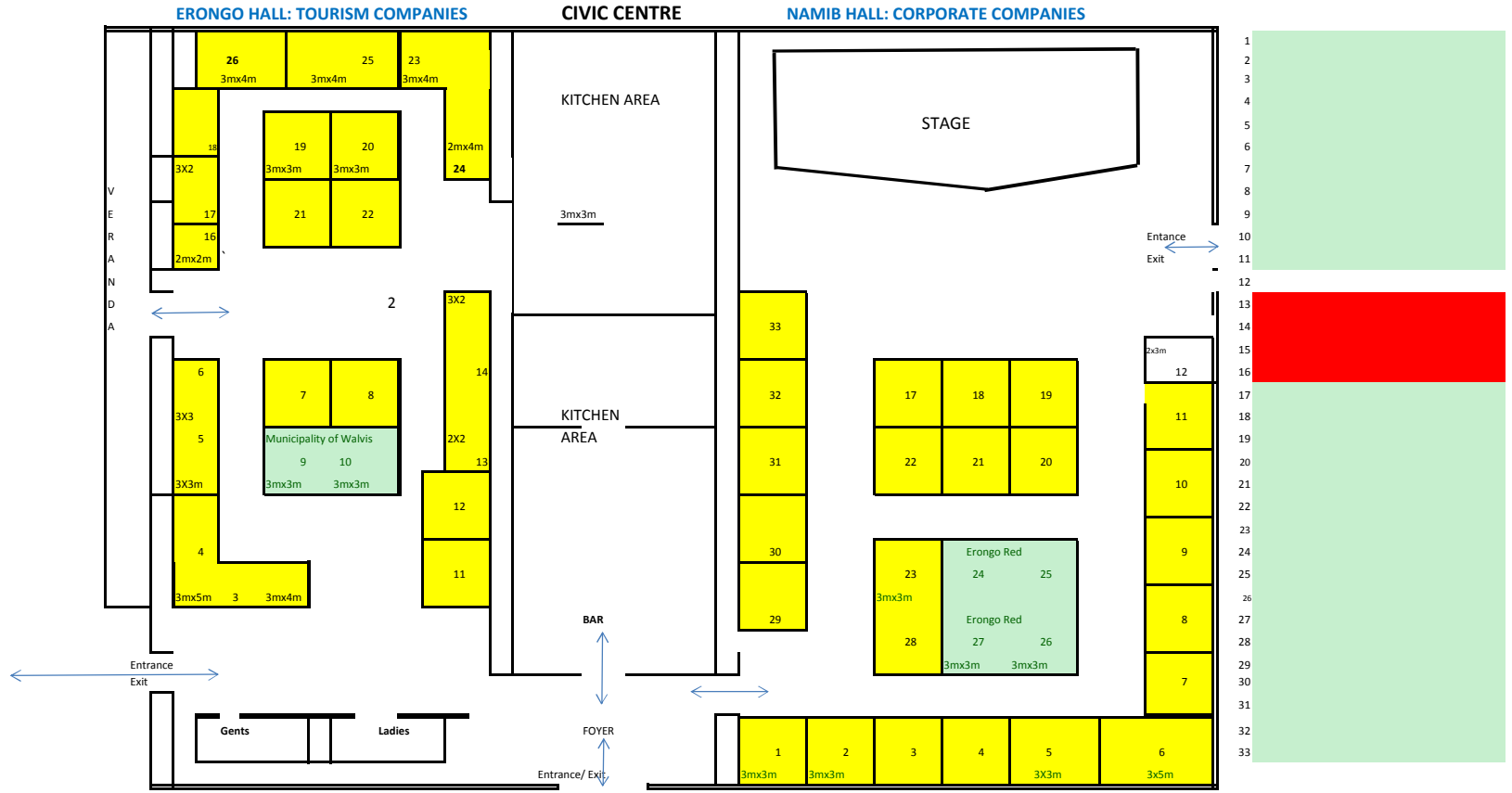
FLOOR PLAN

46
47

TENTED HOUSING



1	10	Capri Exclusive	19	28	37	46	55	64	
2	11		20	29	38	47	56	65	
3	12		21	30	39	48	57	66	
4	13		22	31	40	49	58	Frotcom Trading Enterprises cc	67
5	14		23	32	41	50	59	Frotcom Trading Enterprises cc	68
6	15		24	33	42	51	60		
7	16		25	34	43	52	61		
8	17		26	35	44	53	62		
9	18		27	36	45	54	63		





30 October – 02 November 2019

EXHIBITOR DETAILS		
COMPANY NAME		
CONTACT PERSON		
TELEPHONE		
FAX		
CELL		
EMAIL		
WEBSITE		
POSTAL ADDRESS		
PHYSICAL ADDRESS		
NATURE OF BUSINESS & BRIEF DESCRIPTION		
FULL NAME OF PERSONS AT STAND (Maximum of 3)	NAME:	NAME:

Bookings: Desire Stevens 081-2852980 Fax2mail 0886550809 Email : erongoexpo@africaonline.com.na Website: www.erongoexpo.com

P O Box 31216 • Pioneerspark • Windhoek • Namibia • Tel: +264 61 257 416 • Fax: + 264 61 257 461 • Fax2Email 088613829

STAND REQUEST			
Please select stand according to hall, stand number, size (m2) and rate. E.g.: 3 m x 3m = 9 m2 = N\$5 500.00 (VAT inclusive)			
STANDARD BOOKING	1. Namib Hall (Corporates): N\$5 500.00 per stall (VAT incl.)		
	Stand No.	Stand size	Cost (Incl. VAT)
	2. Erongo Hall (Tourism): N\$5 500.00 per stall (VAT incl.)		
	Stand No.	Stand Size	Cost (Incl. VAT)
	3. Sponsor's Marquee: N\$5 500.00 per stall (VAT incl.)		
	Stand No.	Stand Size	Cost (Incl. VAT)
	Outdoor Open Area for exhibitions, demonstrations or food: 3x3m ² : N\$2 000.00 (VAT incl.)		
	Stand No.	Stand Size	Cost (Incl. VAT)
	Outdoor Open Areas for kids entertainment: N\$4,500.00 (Vat incl.) per minimum of 30m x 20m on lawn		
	Stand No.	Stand Size	Cost (Incl. VAT)
	Auto Show inside Lockable Sponsor's Marquee Tent: 18m x 19m =N\$ 6550.00 (Incl. VAT); 17m x 17m = N\$ 5550.00 (Incl. VAT) and 9m x 10m = N\$4550.00 (Incl. VAT)		
	Stand No.	Stand Size	Cost (Incl. VAT)
REQUIRE WHITE SHELL SCHEME	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
USING CUSTOM BUILT STAND	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
FASCIA NAME (How company name should appear on Fascia Board)			
OTHER REQUESTS			

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ADDITIONAL REQUIREMENTS		
LIQUOR LICENSE IS REQUIRED TO SELL ALCOHOLIC BEVERAGES. THESE LICENSES ARE AVAILABLE FROM THE MAGISTRATES OFFICES.	YES	NO
DO YOU REQUIRE A MUNICIPAL HEALTH CERTIFICATE? NO ADDITIONAL CHARGE (Selling of food items and food tasting)	YES	NO
ELECTRICAL REQUIREMENTS (Please list ALL electrical equipment which will be used at your stand). Should you require 3 phase power, please indicate	YES	NO

IMPORTANT NOTES			
<ul style="list-style-type: none"> An invoice for participation will be forwarded to you for payment, in order to confirm your booking. Only on receipt of the payment, not later than 31 July 2019 will your booking be secured. 			
WE ACCEPT THE ENCLOSED TERMS AND CONDITIONS OF THE ERONGO BUSINESS AND TOURISM EXPO			
SIGNATURE		DATE	
PRINT NAME			
COMPANY STAMP			

BANKING DETAILS	
Account Name: Expo Studio Namibia Branch: Grove Mall Branch No.: 483 871	Bank: Bank Windhoek Account : 2000 328 181

CONTACT DETAILS
Desire Stevens 081 - 285 2980 Fax2mail : 0886550809 erongoexpo@africaonline.com.na Expo Studio Namibia http://www.expostudionam.com http://www.erongotradeexpo.com Contact person: Mr. E. Stevens Tel: +264 61 247040 / 081-1287038 Fax: +264 61 257461 Fax to mail: +264 88 613 829 info@expostudio.com.na www.erongoexpo.com

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TERMS AND CONDITIONS OF AGREEMENT

1. **A full payment is required in order to secure your booking request.**
2. **Expo Studio reserves the right to dismantle such stalls that is not paid in full on commencement of the Expo.**
3. Only on receipt of full payment, Expo Studio Namibia will be able to confirm your participation.
4. Group participation / Sharing Exhibitors will be invoiced with a single invoice, no individual/separate invoicing.
5. **Should the exhibitor withdraw from the exhibition 1 month before the actual exhibition dates, the organizers shall retain all monies paid.**
6. Should an exhibitor withdraw from the exhibition it is the sole responsibility of the organizers to position a replacement exhibitor in the vacant stand.
7. An exhibitor shall not be permitted to sublet stands, unless permission is obtained from the Organizers.
8. The organizers are unable to guarantee exhibitors the same stand as per the previous year.
9. The organizers reserve the right to decline an exhibitor's participation.
10. The organizers shall have the right to cause the removal of any exhibit/ exhibitor which in its opinion is objectionable, and retain all monies paid.
11. The organizers shall not be held liable for any expenses incurred by the exhibitor/performing artist should the exhibition in an unlikely event have to be cancelled for any reason beyond the control of the organizers.
12. **The exhibitor accepts all legal costs and other collection fees in the case of stale payments.**
13. Please stipulate all electrical items which you plan to use on the booking form and note that maximum electricity for general use is 900 Watt / 3.9 Amp. Kindly indicate 3 phase power requirements.
Microwave Ovens and bain-marie will only be permitted if the exhibitor represents that kind of business.
14. **Painting of structures is strictly prohibited. No nails, staples etc. into structures are allowed.**
15. **No plastic chairs are permitted unless they are "dressed" with a chair cover, unless authorized by the Expo Organizers.**
16. The organizers reserve the right to take legal action for any malicious damages to structures.
17. Exhibitors who are preparing food / demonstrations on open fires (braai's) or using gas will only be permitted to do so in the allocated exhibition areas provided. Permission must be obtained from the organizers.
18. No carpets will be provided in cooking areas.
19. Food preparation & demonstrations: Gas must be used instead of electrical stoves. (Limited power supply) 3-Phase power points are limited at the venue, therefore exhibitors that require 3-Phase power to present their products will be given first option on a first come, first served basis.
20. **Alcoholic Beverages i.e. may be sold ONLY by THE ORGANIZER, EXPO STUDIO NAMIBIA.**
21. Exhibitors must control own sales; this will not be the responsibility of the organizers.
22. The exhibitor undertakes that his exhibition shall be properly completed as per stipulated time.
23. **The exhibitor shall ensure that his business is fully operational, sufficiently staffed and presentable during all exhibition times.**
24. During the exhibition the exhibitor shall not cause or allow any activity that causes a nuisance to any visitor or fellow exhibitors.
25. Although the premises provide a 24-hour security guard service, the exhibitor may arrange additional security at own expense, but in this case may only make use of the official Security Company that is appointed by the Expo Organizers. This must be pre- arranged with the organizers of the Expo.
26. **The organizers undertake to clean the general exhibition areas, however each exhibitor will be responsible for cleaning own units.**
27. **Exhibitors, Restaurants and food outlets undertake to adhere to the opening and closing times of the Expo and to take care to inform visitors to the stand of the appropriate closing times.**
28. **The exhibitor hereby undertakes to adhere strictly to the set-up and breakdown times. No exhibitor shall be permitted to break down an exhibit before Sunday 3 November 2019 as from 08h00.**
29. **No exhibitor will be permitted to "close shop" before closing time of the Erongo Business and Tourism Expo 2019.**
30. Written comments and photographs may be used for promotional purposes at the discretion of the organizers. Should an exhibitor object to such usage then it should be stated in writing on the booking form.
31. The exhibitor undertakes that during the exhibition he will at all-time hold whatever current and valid licenses and/or permits that may be required. The exhibitor hereby indemnifies the organizers from any claim and/or legal action that may be caused by the exhibitors operations.
32. **The organizers shall not be responsible for damage or loss of third party caused by nature, fire, or by reason of theft, riot, strike, civil commotion, political upheaval, the State's Enemies, or through any other cause of a similar nature.**
33. The exhibitor undertakes to defend, indemnify and hold the organizers harmless from and against any or all loss, theft, damage, liability claims, demands, charges and expenses (including attorney's fees) and causes of action of whatsoever nature which the organizers may incur, sustain or be subjected to on account of loss or damage to property and loss of use thereof, or for bodily injury to or death of any person arising out of or in any way connected with the business of the Exhibitor.
34. **RIGHT OF ADMISSION IS RESERVED.**

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