

TERMS & CONDITIONS OF PARTICIPATION – 2018 NAMIBIA TOURISM EXPO

GENERAL:

1. The Namibia Tourism Expo takes place at the Windhoek Show Grounds from 30 May – 02 June 2018
2. The Namibia Tourism Expo is open to ALL IN TOURISM & ALL ORGANISATIONS FOR TOURISM, namely travel agents, airlines, hotels, lodges, direct suppliers to the hospitality industry, government tourism offices and tourism related organisations and enterprises as well as representatives of food and beverage companies, who supply extensively to the tourism industry. The Namibia Tourism Expo and Motor Show are included in the Exhibitor Profile of the Namibia Tourism Expo.
3. Exhibitors may only showcase business that is directly related to Tourism. No other products or service will be allowed to be displayed or promoted.
4. Approval to participate at the Tourism Expo is subject to an exhibitor screening process. The general criteria to exhibit however will be based on tourism industry relevance and direct focus on the tourism Industry. Participation will be duly considered and the final decision for participation is at the discretion of the Namibia Tourism Expo organisers
5. **A refundable deposit of N\$3000-00 for less than 27m² and N\$ 121-00 per m² for more than 27m² will be charged for INDOOR STANDS for any possible damages / breakages or losses of rental equipment or the Windhoek Show Grounds. A re-fundable deposit of 10% of STAND VALUE will be charged for OUTDOOR STANDS for any possible damages / breakages or losses of rental equipment or the Windhoek Show Grounds. The full deposit amount will be re-paid to exhibitors, 1 month after the event and only when it has been determined that no damages / losses occurred.**
6. Restaurants that form part of the hospitality industry will be given preference to operate at the Namibia Tourism Expo.
7. ROAMING EXHIBITORS/ SPONSORSHIPS: The general terms and conditions of participation are also applicable to roaming exhibitors and sponsorship clients even though roaming exhibitors do not occupy a stand.
8. First time exhibitors that are suppliers to the hospitality industry are not automatically guaranteed of participation. Preference of participation will be given to Tourism direct exhibits.
9. To secure previous year stand status booking and payment must be done by **NO LATER THAN Friday, 16th February 2018. Only full payment of stand and refundable deposit will confirm your booking.**
10. Exhibitors registered with the Namibia Tourism Board (NTB) will receive a 10% discount
11. Group participation will be invoiced with a single invoice to the company registering online, **NO INDIVIDUAL / SEPARATE INVOICING.**
12. Should the exhibitor withdraw from the exhibition, the organisers shall retain monies paid.
13. Should the exhibitor withdraw from the exhibition it is the sole responsibility of the organisers to position a replacement exhibitor in vacant stand.
14. An exhibitor shall not be permitted to sublet stands, unless permission has been obtained from the organisers.
15. The organisers are unable to guarantee exhibitors the same stand as per the previous year.
16. The organisers reserve the right to decline an exhibitor's participation.
17. The organisers have the right to initiate the removal of any exhibit/ exhibitor which in its opinion is objectionable.
18. It is the responsibility of exhibitors to set up and dress their own exhibition stand.
19. The organisers shall not be held liable for any expenses incurred by the exhibitor should the exhibition in an unlikely event have to be cancelled for any reason beyond the control of the organisers.
20. The exhibitor accepts all legal costs and other collection fees in the case of stale payments.

21. No plastic chairs are permitted unless they are “dressed” with a chair cover, or unless the chair has been authorized by the Expo Organisers.
22. 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 organisers.
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.
23. Food, wine i.e. all beverages may be sold ONLY by relevant exhibitors as determined by the organisers.
24. A Liquor and food license is obtained on behalf of exhibitors by the organisers for the duration of the Namibia Tourism Expo, however exhibitors will be charged additionally for liquor licenses.
25. Exhibitors must control own sales; this will not be the responsibility of the organisers.
26. All beverage exhibitors that offer tastings will need to comply with the tokens tasting system. The organisers will sell e-tokens at the wine glass selling points. The exhibitor has the right to determine the number of token value per tastings e.g. One, Two or Three tokens for a tasting. The system will be communicated with such exhibitors.
27. The exhibitor undertakes that his exhibition shall be properly completed as per stipulated time.
28. The exhibitor shall ensure that his business is fully operational, sufficiently staffed and presentable during all exhibition times. Exhibitors will forfeit their refundable deposit should they pack up before closing times.
29. During the exhibition the exhibitor shall not cause or allow any activity that causes a nuisance to any visitor or fellow exhibitors.
30. Although the premises provides a 24-hour security guard service during the Expo, 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 Organisers. This must be pre- arranged with the organisers of the Expo.
31. The organisers undertake to clean the general exhibition areas, namely the passage areas; however each exhibitor will be responsible for cleaning their own units.
32. 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. No exhibitor will be permitted to “close shop” before closing time of the Namibia Tourism Expo.
- 33. 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, 03 June 2018 at 08h00.****
34. The exhibitor shall clean up the unit after the Exhibition and remove all its products no later than Monday, 4 June 2018 and shall compensate the organisers for any damages to the unit or to the premises caused by its operations, staff or agents.
35. Written comments and photographs may be used for promotional purposes at the discretion of the organisers. Should an exhibitor object to such usage then it should be stated in writing on the booking form.
36. The exhibitor undertakes that during the exhibition he will at all times be in possession of whatever current and valid licenses and/or permits that may be required. The exhibitor hereby indemnifies the organisers from any claim and or legal action that may be caused by the exhibitors operations.
37. The organisers shall not be responsible for damage or loss 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.
38. The exhibitor undertakes to defend, indemnify and hold the organisers 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 organisers 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.
- 39. The exhibitor is responsible for all items on their stand, loss or theft or any item from the stand is not the responsibility of the organizers**
40. In some Outdoor stands, lighting is not available and this is the exhibitor’s responsibility to equip the stand.
41. Any changes or additions in terms of stand construction or fascia after the deadline will be charged from the refundable deposit. Charges per item / each (ex vat)

- Hanging from trussed (only with permission prior) charged @ N\$3 500.00
- Shell scheme layout changes N\$550.00
- Plastic shell scheme board N\$1 381.50
- Wood shell scheme boards N\$ 786.50

- Cleaning of shell scheme boards N\$ 275.00
- Bricks N\$2.00
- Carpets N\$ 291.50
- 1m Beams N\$192.50
- 3m, 4m, 5m Beams N\$379.50
- Damaged Fascia boards N\$264.50
- Reprinting of Fascia boards N\$550.00

42. No VIP badges are allowed to be printed by any exhibitor.

43. Right of admission reserved.

INDOOR

1. 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.
2. Microwave Ovens and bain-maries will only be permitted if the exhibit represents that kind of business.
3. Painting of structures is strictly prohibited. No nails, staples etc. into structures are allowed. (Damages)
4. The organisers reserve the right to take legal action for any malicious damages to structures.
5. No carpets will be provided in cooking areas.
6. The information packs provide additional detail e.g. objectives, statistics.

MOTOR SHOW

1. The Motor Show provides tour operators, car rental companies, and self drive travelers with a platform to view a fully fledged motor vehicle show.
2. First National Vehicle and Asset Finance is the main sponsor of the Motor Show in partnership with NMH.
3. No branding of any other bank will be allowed at the Motor Show.
4. New vehicles ONLY.
5. No trucks will be permitted unless it is safari type vehicles
6. Must be able to maintain a factory warranty.
7. Must be able to service the vehicle.
8. Must be a West Bank accredited dealer.
9. Pre-owned Dealers & “Grey Imports” will not be permitted.

**FOR MORE INFORMATION, PLEASE CONTACT THE NAMIBIA TOURISM EXPO OFFICE:
Tel: +264 (0)61 297 2000 (Switchboard) Fax: +264 (0) 88 651 5683**

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<p>Michelle le Roux</p>	<p>Tel: +264 (0)61 297 2104 Cell: +264 (0)81 127 4856</p>	<p>Email: michelle@nmh.com.na</p>
<p>Natalie van Wyk</p>	<p>Tel: +264 (0)61 297 2226 Cell: +264(0) 81 409 1072</p>	<p>Email: natalie@nmh.com.na</p>