

ZAMBIA INTERNATIONAL TRADE FAIR

Exhibition Registration Form

DATES: WEDNESDAY, 1st JULY – TUESDAY, 7th JULY 2020

THEME: “Promoting Value Addition for Sustainable Growth”

Contact Information

Company Name:

Contact Person:

Physical Address:

Email Address: Country.....

Telephone (Work): Mobile:

Description of Goods:

HALLS AND BOOTH TYPE OPTION *(Please tick where appropriate)*

<input type="checkbox"/> Rex Fertig Hall Price: K19,635.00 Description: Corporate entities, Financial Service Providers and related organizations <ul style="list-style-type: none"> • Partitioned walls (2.5m high) • 1 black fascia with company name and stand # in Vinyl • 2 spotlights (150W) • 1 electric power outlet • 1 Table and 2 chairs 	<input type="checkbox"/> International Hall Price: K18,150.00 Description: International corporate entities and Government Ministries <ul style="list-style-type: none"> • Partitioned walls (2.5m high) • 1 black fascia with company name and stand # in Vinyl • 2 spotlights (150W) • 1 electric power outlet • 1 Table and 2 chairs
<input type="checkbox"/> Stand Alone Pavilion Price: Range from K20, 000 – K100, 000 Description: Corporate entities, Ministries, Government Departments.	<input type="checkbox"/> Kelvin M'lenga Hall Price: K7,502.00 Description: Foreign Traders, Foreign SME's and media companies.
<input type="checkbox"/> Traders Hall Price: K4, 235.00 Description: Local Traders, SME's and Various merchandise	<input type="checkbox"/> Levy Mwanawasa Hall Price: K8,500.00 Description: Local entities, Colleges, Universities & Learning institutions, ZAM, others.
<input type="checkbox"/> Jumping Castle/S-Pool/Popcorn/Candy floss/Ice cream machines/Tom M'tine <ul style="list-style-type: none"> • K1,100 per Jumping Castle/S-Pool/(similar) • K500.00/booth popcorn/ice cream/candy • K1,100.00 per booth/Tom M'tine Square 	<input type="checkbox"/> Non-Equipped space- open area (outdoor area) Price: K300.00 Per Sqm Minimum open space (2m x 2m)= 4m ² Maximum opens pace (50m x 50m)= 2500m ²

Advertising in the Official Catalogue

Cover page inside front.....K 10,000.00 Cover page outside back.....K 10,000.00

Cover page inside back K 7,500.00 Full PageK 6,500.00

Half Page..... K 4,000.00 Quarter Page.....K 2,100.00

N.B: Full payment must be made by 31st March 2020. 8% discount applies for payments made by 28th February.

Payment for stand/booth can be made direct into the following bank account:

Banker's Name: Zambia National Commercial Bank

Branch: Industrial Branch, Ndola, Zambia

Account Name: Zambia International Trade Fair

Account Number: 0412020300158

Swift Code: ZNCOZMLU

PLEASE NOTE: PAYMENT SHOULD ONLY BE MADE AFTER A STAND IS ALLOCATED TO YOU!!

Where did you hear about the Trade Fair? (tick)

ZITF Website		Facebook	
Radio Advert		ZITF Offices	
Television		Email	
Newspaper		Magazine	
Embassy		Referred	

Please return the form to P.O. Box 71058, Ndola, Zambia. You can also email to marketing@zitf.org.zm / Telephone number:

+260 212 651514/ 5 Mobile: +260 953 563812

“Promoting Value Addition for Sustainable Growth”

1st to 7th July, 2020.

ZAMBIA INTERNATIONAL TRADE FAIR

General Information, Rules and Regulations

1. INTRODUCTION

These guidelines become a part of the contract between the Exhibitor and Zambia International Trade Fair Limited before, during and after the exhibits program. Institutions, organisations and associations agree to abide by these guidelines when accepting space assignments at the Trade Fair.

2. APPLICATION FOR PARTICIPATION

- 2.1 All applications should reach the General Manager by 31th March each year. The Management of the Trade Fair reserves the right to accept or reject any application.
- 2.2 All successful applicants should pay for the space/stands in full 3 months before the start of the Trade Fair each year.
- 2.3 All documentation in form of Purchase Orders will be considered as legal tender and is therefore legally binding. Should an Exhibitor withdraw from participating after presenting a Purchase Order or LPO before the start of the Trade Fair, they shall be required to pay the full participation fee depending on their selected exhibition space.
- 2.4 Monies paid to ZITF in respect of space rental and other charges regarding the exhibition, may be refunded as follows:
 - 2.4.1 Application received not later than 60 days before the opening of the exhibition: 75% of the amount involved will be refunded.
 - 2.4.2 Applications received between 30 to 60 days before the opening of the exhibition: 50% of the amount involved will be refunded
 - 2.4.3 Applications received less than 30 days before the opening of the exhibition: No refund.
 - 2.4.4 No application for refund will be accepted by ZITF if received later than 30 days before the exhibition opens.
 - 2.4.5 10% interest will be charged on late participation fees.
- 2.5 In an event of an Exhibitor confirming participation through submission of a duly filled in Registration Form or written Letter or Email, and where such an Exhibitor decides to withdraw from participation, unless such a decision is made before 30th April, the Exhibitor shall be required to pay the full Participation Fees.
- 2.6 In the event of the exhibition not taking place for any reason, except the willful, wrongful act or omission of the organizers, the Exhibitor shall be entitled to a refund of the participation fees paid.

ZAMBIA INTERNATIONAL TRADE FAIR

3. NO SHOW POLICY – IMPORTANT

The Exhibitor will forfeit space not occupied by the close of the exhibit set-up period. ZITF reserves the right to re-issue unoccupied exhibit space as it sees fit.

Furthermore, exhibition spaces not ready for exhibition by the date stipulated/specified by the Management of the Trade Fair will attract a penalty fee of 20% of the participation fee.

4. SUBLETTING

Subletting of stands is not allowed without the prior consent of the Fair Management.

Where an Exhibitor is found Subletting, the Exhibitor shall be charged an amount equivalent to the cost of their Exhibition Stand.

5. ERECTION AND DISMANTLING

Stands must be of an acceptable standard. The Management may order that a stand be dismantled if the structure mars the general layout and outlook of the exhibition and there shall be no compensation made for construction expenses in such cases.

Temporary stands must be dismantled and removed within one month after close of the exhibition. Thereafter, the Management reserves the right to dismantle the stand and confiscate the material and there shall be no compensation.

1.1 Completion Time

Construction of stands must be completed, at the very latest, one week before the opening of the exhibition.

1.2 Decorations/Insurance

Stands must be decorated and the premises kept clean, both inside and outside, throughout the duration of the exhibition.

Exhibitors owning permanent stands must ensure that these are under good repair throughout the year.

Insurance cover against loss or damage of such property is recommended, as the Trade Fair Management is not liable for any loss or damage.

In no circumstance shall any exhibitors have or permit naked lights, explosives or articles of dangerous inflammable objects.

The stands must conform to bye-laws including fire precautions.

ZAMBIA INTERNATIONAL TRADE FAIR

1.3 Trade Fair Property

Persons causing damage to Trade Fair property shall be called upon to compensate for losses arising from such damage.

1.4 Inventory

Exhibitors shall sign for the inventory of electrical, plumbing and other fittings in the stand(s) prior to occupation and when vacating the stand(s). Any loss or damage shall be made good by the Exhibitor concerned.

6. DISPLAY OF PRODUCTS

6.1 Vending

Vending in the streets of the Fair is not allowed except in designated places **ONLY.**

6.2 Removal of exhibits

Exhibits shall not be removed from stands till close of the exhibition. Where these have been sold, delivery shall only be effected after the exhibition is over.

6.3 Restricted Display

Material or publications which contravene the laws of the Republic of Zambia are not allowed on the Fair premises. Exhibitors and visitors and their staff are expected to avoid any conduct or activities, which are conducive to disorder.

Exhibitors are not allowed to Cook near or around their Exhibition stands and Exhibitors found Cooking shall be charged a Penalty Fee or Expelled from the Trade Fair Grounds or both.

Failure to comply with these requirements will lead to the expulsion of the exhibitor/visitor, and further entry will not be allowed.

7. ALCOHOL/SMOKING

7.1 The Trade Fair is an Alcohol Free Trade Fair therefore, sale of alcoholic beverages outside the Presidential Pavilion, is prohibited.

7.2 Smoking in Exhibition Halls and in Public Places is prohibited. The Management shall designate Smoking Areas.

8. OPENING HOURS

8.1 The Fair is open from 09.00 to 18.00 hours daily.

8.2 No vehicles are allowed within the Fair Grounds from time of opening to closing. Vehicles delivering replenishment stock must do so between 05.00 to 07.00 hours and 18.00 to 21.00 hours.

"Promoting Value Addition for Sustainable Growth"

1st to 7th July, 2020.

ZAMBIA INTERNATIONAL TRADE FAIR

- 8.3 Vehicles found in the Trade Fair Grounds shall be Clamped, and a fine of K1,000.00 shall be charged to unclamp the Vehicle.
- 8.4 All Clamped vehicles, upon being released, shall be escorted out of the Trade Fair grounds by Security.

***Please note that you will not be allowed in the exhibition area without your original receipt of payment. The inspectors will not permit anyone to exhibit without an original receipt or a letter from Management.**

I hereby promise to adhere to the above stipulated rules and regulations.

Name:

Organisation:

Signature:

Date: