



Dear Exhibitor

Re: Event participation confirmation

Congratulations on your confirmed participation at the above mentioned event.

To ensure you have a successful event, please ensure you read through this document and fill in all the attached forms by the indicated deadline to avoid any disappointment.

Should you have any queries, please contact **Tanys Goosen** on **+27 11 516 4942**.

Thank you for your partnership in this successful event.

Kind regards,

East Africa Rail Team 2017



First Floor, Modular Place, Turnberry Office Park, 48 Grosvenor Road, Bryanston 2021, South Africa
Switchboard Tel +27 11 516 4000 Fax +27 11 463 6000

Terrapinn is a business media company. Our products are trade exhibitions, conferences, training solutions and electronic and print publications.
Terrapinn owns a portfolio of B2B brands. www.terrapinn.com

YOUR EVENTS TEAM

TERRAPINN LIMITED

Physical Address	Modular Place, First Floor, Turnberry Office Park 48 Grosvenor Road Bryanston
Postal Address	Private Bag X65 Bryanston 2021
Telephone	+27 11 516 4000
Direct Fax	+27 11 463 6000
Website Address	www.terrapinn.com

EXHIBITION

Project Director Direct Telephone	Tarryn Theunissen +27 11 516 4044	tarryn.theunissen@terrapinn.com
Business Development Manager Direct Telephone	Roschan van der Haar +27 11 516 4045	roschan.vanderHaar@terrapinn.com
Experience Manager Direct Telephone	Tanys Goosen +27 11 516 4942	tanys.goosen@terrapinn.com
Networking Manager Direct Telephone	Jenna-Lee Mcerlaine +27 11 516 4028	Jenna-Lee.Mcerlaine@terrapinn.com
Marketing Director Direct Telephone	Bianca Wiener +27 11 516 4016	bianca.wiener@terrapinn.com

CONFERENCE

Conference Manager Direct Telephone	Pearl Marsh +27 11 516 4957	pearl.marsh@terrapinn.com
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EXHIBITION & CONFERENCE SCHEDULE

BUILD-UP – MONDAY, 20 NOVEMBER 2017

06h00 – 15h00	Contractors – ESC Exhibition Stand Contractor only
12h00 – 17h00	Exhibitor badge collection
15h00 – 24h00	Shell Scheme Exhibitors build up
24h00	Venue closes

SHOW DAY – TUESDAY, 21 NOVEMBER 2017

07h30	Registration
08h00 – 09h30	Final touches to stands
08h45 – 17h40	East Africa Rail VIP Conference
10h00 – 17h00	Exhibition viewing for delegates
10h20	Speed Networking
10h40	Morning refreshments and networking
13h00	Lunch and networking
16h30	Afternoon refreshments and networking
17h00	Venue closes
17h00	Networking Cocktail

SHOW DAY – WEDNESDAY, 22 NOVEMBER 2017

10h00 – 17h00	Exhibition viewing for delegates
08h55 – 16h00	East Africa Rail VIP Conference
10h20	Speed Networking
10h40	Morning tea and networking
13h00	Lunch and networking
16:30	Afternoon refreshments and networking

BREAK DOWN – WEDNESDAY, 22 NOVEMBER 2017

17h00 – 19h00	All exhibitors to clear out stand contents. Anything still on the stand at 19h00 will be removed by the contractors.
19h00 – 24h00	Stand breakdown for the contractors
24h00	Venue Closes.

FORM 1 – ORDER CHECKLIST

COMPANY NAME	_____		
CONTACT NAME	_____		
VAT NUMBER	_____	STAND SIZE	_____
TEL NUMBER	_____	MOBILE	_____
FAX NUMBER	_____	EMAIL	_____
SIGNATURE	_____	DATE	_____

FORM	DESCRIPTION	SHELL SCHEME	CHECK
1	Order Checklist	Compulsory	
2	Invoicing Details	Compulsory	
3	Fascia Name	Compulsory	
4	Electrical Hire	Optional	
5	Electrical Fitting Plan	Compulsory	
6	Furniture Hire	Optional	
7	Stand Security	Optional	
8	Freight Forwarding & Handling	Optional	
9	Plasma Screens and AV Hire	Optional	
10	Banners & Printing	Optional	
11	Accommodation	Optional	

**** Please note that the above mentioned compulsory order forms are already included in your package. We require these forms in order to customise your stand.**

FORM 2 – INVOICING DETAILS

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

INVOICING DETAILS

OPTION 1# INVOICE COMPANY PARTICIPATING

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
EMAIL		
POSTAL ADDRESS		
VAT NUMBER		

OPTION 2# INVOICE CONTRACTOR / STAND BUILDER / PR OR MARKETING COMPANY

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
POSTAL ADDRESS		
VAT NUMBER		

NB: This form must be attached to all orders

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 13 October 2017**

GENERAL INFORMATION

ADMISSION

The Exhibition is open to professionals, trade and business visitors only. All visitors will have to obtain a visitors badge in order to enter the exhibition hall. For safety reasons, children below the age of eighteen (18) will not be allowed into the exhibition halls at any time, from build-up to break-down.

BUILD-UP

Stand construction – ESC Exhibition Stand Contractors only **Monday 20th November 2017 06h00 – 15h00**
Shell Scheme Exhibitor Build up **Monday 20th November 2017 15h00 – 24h00**

Build-up of stand must be completed no later than **23h00 on Monday evening, 20th November 2017** to allow the hall to be cleaned prior to opening day.

Exhibitors may add the final touches to their stands between **08h00 – 09h30 on Tuesday morning the 21st November 2017**. Please note that doors open at 10h00 therefore stands and exhibitors must be ready to receive visitors at this time.

BREAK DOWN

Contractor and exhibitor breakdown

Wednesday 22nd November, 17h00 – 23h00

Official Breakdown will take place on **Wednesday 22nd of November from 17h00 – 23h00**. Shell scheme stand exhibitors must remove their goods by **19h00 on Wednesday, 22nd of November**. The organiser, venue and show contractor will not be liable for damage or loss to goods that have not been removed by the stipulated time. Please take note that the exhibitor and contractor's stands, products and displays must be removed by **23h00 on Wednesday 22nd November** as the venue will close. Terrapinn will remove anything left in the hall at the expense of the exhibitor. Please do not break down any stands before the allocated time.

FIREARM LICENSES

No firearms are permitted in the venue during the duration of the show. If you are displaying any firearms on your stand please ensure you apply for a licence from the Firearm Licensing Department.

FREIGHT FORWARDING

"TST On-site Management and Logistics" are the sole official freight forwarder and on-site logistics company appointed by Terrapinn Ltd (SA).

GUIDELINES

- Make sure that your stand is neat and tidy at all times
- Smoking is not permitted on the stand
- Although eating at your booth sometimes cannot be avoided, it doesn't look appealing to visitors. Try to organise eating times in the eating areas provided
- Corporate clothing is recommended for the staff representing your company on your stand. Ensure that the staff manning your stand are well informed about your products and services
- Do not leave your stand unattended. If you must leave ask someone in a nearby stand to keep a watch and inform visitors that you will be right back
- Ensure that you have an ample supply of brochures and business cards
- Do not leave any valuable items unattended
- Please ensure you arrive at the show 15 minutes before opening time to ensure your stand is ready for the delegates/visitors
- Please ensure you wear your exhibitor badge at all times to aid security and to gain easy access to the venue

INSURANCE

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking the necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

NOISE

The nature of the show is such that noise is unavoidable. Exhibitors must expect and accept a certain level of such noise in their stand area. In the event of justifiable complaints from other exhibitors, organisers reserve the right to determine the acceptable sound level and extent of demonstrations.

HEALTH AND SAFETY PROCEDURES

Crowne Plaza Nairobi will continuously provide and maintain a safe environment for employees, visitors and guests on its premises.

Responsibility:

In furtherance of its commitment to health and safety regulations in Kenya, Crowne Plaza Nairobi employees are required:

- To protect the health and safety colleagues, visitors and guests using suitable work based strategies and programs including provision of first aid as and when required;
- To minimise the risk of injury to members of the community from company activity;
- To ensure that sufficient resources and information is made available and that management systems are in place to identify and address health and safety matters;
- To participate and be involved in health and safety programs;
- To continuously strive to improve our standing within the community through organised corporate social responsibilities/activities in the community.

All heads of department are mandated to ensure compliance with health and safety guidelines within their respective departments and should update the FLS Risk Coordinator on all health and safety occurrences and incidences. It is the responsibility of the FLS Risk Coordinator to ensure that reporting, management and documentation of all health and safety issues is done adequately and on time.

RULES OF THE EXHIBITION

- Exhibitors may not hand out pamphlets, leaflets or any other articles from any area other than from their stand – this includes freestanding signage
- Exhibitors who have ordered raw space only, may not use the shell scheme walls belonging to another exhibitor
- Long urns of walling, particularly along open perimeters of stands are not permitted
- In the interests of the exhibition as a whole, it may be necessary to remove or alter something on the stand. If the Organiser feels this action must be taken, this would be at the expense of the exhibitor concerned
- The Organiser reserves the right to restrict the number of presentations or demonstrations causing obstructions within aisles, and/or is a nuisance to neighbouring stands
- Under no circumstances will the organiser be responsible for receiving or storing of any exhibit or stand material
- Any damage caused as a result of negligence on the exhibitors stand or raw space stands will be invoiced to the exhibitor concerned
- Special stand construction must receive the approval of the Organisers and their appointed engineers.
- If the depth of any display stand area exceeds 15 metres, in any direction, or is enclosed, an alternate escape route / door must be provided
- If any of the above display stands have a first floor, which is greater than 30m², a second means of escape must be provided
- All building material used to construct display stands must be non-combustible or treated with fire retardant material, with certificates supplied accordingly
- No display stands should be provided with closed ceilings – if ceilings are provided these stands must either be sprinkler protected, or relocated a minimum of 3,5 metres on all elevations away from other stands
- Please fill in the required form if exhibitor would like to hang any hanging banners above or around your stand
- No free standing structure may exceed 6 meters in height or exceed the boundaries of the site allocated. This includes company names, advertising material and logos provided by exhibitors

SAFETY GUIDELINES

If your stand is using apparatus involving any risk, the Organisers approval is required. The Organisers need to be informed in writing regarding the following:

- Any material or substances that is hazardous, explosive or of an objectionable nature
- Exhibits that produces fumes or smoke
- Operating of machinery and apparatus
- Use of display of pyrotechnics and lasers
- Use of display radioactive materials
- Use of display of flammable liquids, oils and gases
- Distribution of food, drink or tobacco
- Any recording, broadcasting or use of radios, film, sound music, video or any other items that generate excessive noise
- The use of balloons
- Public entertainment, including amusement displays and live performances
- Live animals as part of displays

SECURITY

There will be 24hour general security beginning at build up on the **20th November 2017** from 06h00 until the end of breakdown on the **22nd November 2017** at 12h00. The official security company is the only security allowed in the venue. Companies wishing to order additional security for their stand must please complete the relevant form within the manual. Terrapinn will not be liable for any loss or damages.

Removal of goods during the show hours will require a Goods Removal form, which is obtainable from the Organisers' Office.

SHELL SCHEME REQUIREMENTS

Shell scheme is not included in the raw space only stands. Shell scheme will automatically be supplied if the Shell scheme package has been ordered. Should you not need the shell scheme, please advise the Operations department. The shell scheme panels are 2,32m high and 0.96m wide.

Exhibitors may not use the reverse side of the walls belonging to another exhibitor. Exhibitors may not paint or hammer sharp objects into the shell scheme panels. Damaged panels will be invoiced to the exhibitor per panel damaged.

Hooks and brackets for mounting displays/pictures on the shell scheme panels will be provided free of charge and can be collected from the organiser's office. Presstick, double-sided Velcro and double-sided tape, can be used for mounting displays and pictures to the shell scheme panels.

Only the official Electrician may be used.

SMOKING

Due to government legislation, no smoking will be permitted within the Crowne Plaza Hotel. There will be designated smoking areas.

STAND PAYMENTS

All outstanding stand payments must be paid for in full by the dates agreed upon in your contact. **NO STANDS WILL BE ERECTED UNLESS ALL MONIES ARE PAID IN FULL**

VENUE DETAILS

Address: Crowne Plaza Hotel
Kenya Road, Upper Hill
Nairobi, Kenya

Floor loading capacity: The floor is made up of block boards, nothing on a forklift is allowed. If exhibitors have heavy equipment, no raised floor is recommended but carpet only.

Ceiling height restriction: 3m at the edges and up to 4m in the middle of the tent

Access to loading bay:

The loading bay will be at the entrance to the tent, exhibitors are allowed to drive up to this area from the entrance. Exhibitors can off load their goods from commercial vehicles and private cars. Please ensure that goods are off loaded and vehicles are then removed and parked. Any vehicles not abiding by the above will have their wheels clamped and standard penalties will apply.

STAND DESCRIPTIONS

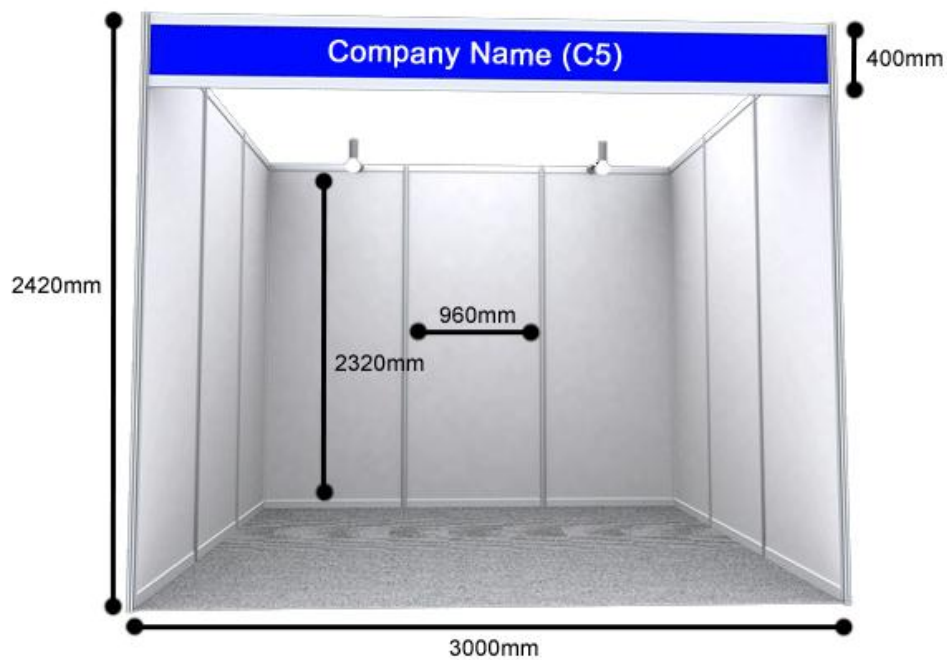
SHELL SCHEME PACKAGE STAND

The package for 4m²-12m² stand contains the following:

- Space
- White shell scheme walling, 2.42m in height - side & rear (depending on positioning & requirements)
- 1 x single 13 amp electrical socket
- 2 x spots
- Fascia - displays exhibitors name OR product name
- 2 x chairs
- 1 x table

All other items are the responsibility of the exhibitor, and can be ordered via the forms made available in this manual.

EXAMPLE OF SCHELL SCHEME PACKAGE



FORM 4 – ELECTRICAL HIRE

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Please note that all exhibitors who have booked the stand package will receive as part of the package a single 13amp electrical socket and 2 spots.

Electrical item	US \$ per unit	Order quantity	Total charge US\$
Single phase DB board	\$80		
Three phase distribution board (plus meter charges based on consumption)	\$150		
Spot lights	\$15		
Power pin 13amp flat	\$15		
Extension cable (4 point)	\$25		

Below are the extra options that can be provided to the exhibitors for electrical items:

Appliances	US \$ per unit	Order quantity	Total charge US\$
Fridge 80lt, single door, 220v	\$100		
Coffee maker (small)	\$75		
Water dispenser (hot & cold)	\$90		

Other appliances are available and can be made upon request.

Please email the order form to richard@eco.co.ke by 13 October 2017

FORM 5 – ELECTRICAL FITTING PLAN

COMPANY
NAME _____

CONTACT NAME _____

STAND NUMBER _____

STAND
SIZE _____

SIGNATURE _____

DATE _____

Please complete the sketch plan of your stand on this form showing the exact position of electrical requirements. Failure to submit this will result in the contractor using their own discretion and there is no guarantee that it will be able to be moved. Each box is 0.5 metres

Back of stand

FRONT OF STAND




Please email the order form to richard@eco.co.ke

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 13 OCTOBER 2017**

FORM 6 – FURNITURE HIRE

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Please note that all exhibitors who have booked the stand package will receive as part of the package a table and 2 chairs.

Furniture Hire	US \$ perunit	Order quantity	Total Charge US\$
Round Wood Top Table (80cm diameter) 	\$20		
3 Chair 	\$10		
Counter - White Lockable 	\$50		

<p>Modern Bar Stools</p> 	<p>\$50</p>		
<p>Glass Top High Table or Coffee table</p> 	<p>\$60</p>		
<p>Glass Showcases</p> <p>One shelf small size (100h x 100 x 30) cm Three shelves medium size (105h x 75 x 45) cm Four shelves tall size (150h x 70 x 40) cm</p> 	<p>\$100 \$125 \$150</p>		
<p>Shelves – Shell scheme</p> 	<p>\$15</p>		
<p>Display Podiums</p>	<p>\$15</p>		

 <p>Default is white 40cm by 40cm by (40,60,80,100 or 120 cm high)</p>			
<p>Sofas – (Two seaters) Sofas – (Single seaters)</p> 	<p>\$160 \$125</p>		
<p>Brochure Holder</p> 	<p>\$60</p>		

Other extras are available and can be made upon request.

Please email the order form to richard@eco.co.ke

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 13 October 2017**

FORM 7– STAND SECURITY

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Crowne Plaza will be supplying the event with all security requirements during the course of the Exhibition at the contracted venue; NO OTHER Security Company will be permitted on-site.

Whilst we provide general security on site and in exhibition halls, it should be noted that the Exhibitors are responsible for the security of their stand and its contents, including any items on hire. Please select one of the below options

Payment must be made DIRECTLY to **Crowne Plaza** after receipt of invoice. Services will not be supplied until full payment has been received.

SECURITY GUARD (please tick and fill in required information)

	20 th November Build up	21 st November Show Day	22 nd November Show Day
Day Shift			
Night Shift			

DESCRIPTION	QTY	COST in \$	SUB AMOUNT
Security Guard Day Shift (12 Hours)		\$90	
Security Guard Night Shift (15 Hours)		\$90	
		SUB TOTAL	
		16 % VAT	
		TOTAL	

Please email the security order form to peter.kamwanza@cpnairobi.com by 13 October 2017

FORM 8– FREIGHT FORWARDING & HANDLING

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Please contact Tyron from TST Onsite for any Freight Forwarding queries:

Tyron Naidoo
TST On-Site Management & Logistics cc
Cell: 082 450 3480
E-Mail: tyron@tstonsite.co.za
Fax: 0866389057
Tel Office: 072 5765 932

Please email the order form to tyron@tstonsite.co.za by 6 October 2017

FORM 9 – PLASMA SCREENS AND LAPTOPS

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	



DESCRIPTION	QTY	PRICE in USD PER DAY	No: DAYS	TOTAL
32" LCD/Plasma screen		\$85		
43" LCD/Plasma screen		\$100		
DVD Player		\$20		
Laptop		\$40		
			SUB TOTAL	
			14% VAT	
			TOTAL	

Installation Date & Time:	_____
Derig Date & Time:	_____
What are you connecting?	_____
How will you connect HDMI or VGA or USB?	_____

Please email the order form to richard@eco.co.ke by 13 October 2017

FORM 10 – BANNERS & PRINTING ORDER

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Roll up Banners (Printing and Hire of Equipment) Broad Base 	\$90	
Branding of stand panels (size 232 by 96) cm Branding of Fascia Board with Name and Logo (296 x 30) cm Branding front of Lockable counter (100 x 65) cm (Includes, printing and pasting. Please send ready to print artworks)	\$75 each \$40 each \$40 each	
		

Total –All pages	US\$	
Add VAT @ 16%	US\$	
Grand Total –All pages	US\$	

Kindly remit your payment in full to EXHIBITION STAND CONTRACTORS LTD upon receipt of Pro-forma invoice. Bank details will be indicated on invoice.

Please email the Banner printing order form to richard@eco.co.ke by
13 October 2017

FORM 11– ACCOMMODATION BOOKING FORM



21-22 November 2017

To book your accommodation, please click on the link below to secure your booking:

[Terrapinn Booking Link](#)

Alternatively you may book using the following reference number for preferential rates:

786865398

SUPPLIER CONTACT LIST

STAND BUILDER , DESIGNER FURNITURE, CARPETS, FASCIA BOARDS, ELECTRICAL

Contact	Richard Njamrumi	ESC Exhibition Stand Contactors
Telephone	020- 3520614/5	E-mail: richard@eco.co.ke

SECURITY

Contact	Peter Kamwamza	Crowne Plaza
Telephone	+254 20 27460000	E-mail: peter.kamwamza@cpnairobi.com

FREIGHT FORWARDING AND HANDLING

Contact	Tyron Naidoo	TST On-Site Management & Logistics cc
Telephone	+27 82 450 3480	E-mail: tyron@tstonsite.co.za

PLASMA SCREENS AND LAPTOPS

Contact	Richard Njamrumi	ESC Exhibition Stand Contactors
Telephone	020- 3520614/5	E-mail: richard@eco.co.ke

BANNER PRINTING

Contact	Richard Njamrumi	ESC Exhibition Stand Contactors
Telephone	020- 3520614/5	E-mail: richard@eco.co.ke

ACCOMMODATION AT CROWNE PLAZA

Contact	Esther Mbuva	Crowne Plaza Hotel
Telephone	+254 20 27460000	Email: esther.mbuva@cpnairobi.com