



3rd
SADC

**GROUNDWATER
CONFERENCE**



THEME: Enhancing Water and Food Security through Sustainable
Groundwater Development in the SADC Region

**3rd SADC Groundwater Conference Windhoek,
Namibia**

09 – 11 November 2020

EXHIBITOR MANUAL

IMPORTANT DATES TO REMEMBER

Please take note of these deadlines.

31 st September 2020		Deadline to submit the exhibition booking form.
16 October 2020		Payment deadline to confirm exhibition space.
08 November 2020	14:00 to 19:00	Registration opens for delegates and exhibitors
		Booths build up: Delivery and set up of exhibition material
11 November 2020	10am to 16:00	
	17:00 to 19:00	All display material must be removed from the booths and display panels.

For more information, please contact the organisers:

Thokozani Dlamini
SADC- Groundwater Management Institute
Tel: +27 51 401 7722
Mobile : +27 62 425 3942/ +27 82 990 4308
Email: Conference@sadc-gmi.org

EXHIBITION OPTIONS

- For the exhibition space conference organizers have decided on providing equal size booths for every exhibitor. The size of the booths will be **9m²: (3m x 2m)**, the booth will have one table, two chairs, brochure stand, Fascia Name – White lettering Fascia Name, 2 x Spot lights and 1 x Plug point.



The exhibitor booth 9m²: (3m x 2m) includes the following:

- Shell scheme.
- Fascia Name – White lettering.
- 2 x Spot lights and 1 x Plug point.
- 2 chairs and 1 table
- Daily cleaning service and general venue security.
- Website: The exhibiting company's logo & brief description (50 word) will be placed on the official Conference website and programme.
- The exhibiting companies will be listed in the programme.

Excludes:

- Multiplugs and extension cords
- Additional electrical requirements
- Audio Visual Equipment
- Double-side-tape to attach promotional material to the display boards
- Plants and additional décor

NB: All tea and coffee sessions will be served at the exhibition venue to encourage delegates to engage with exhibitors.



Booth price and Exhibitor Staff Pass

Each booth costs 1000 **USD**, this price includes registration of One delegate to man the booth for the duration of the conference.

Exhibitor Registration includes:

- Cocktail/Welcoming Function, Wednesday, 11 November evening,
- Gala Dinner, Thursday, 12 November evening
- Tea and Coffee sessions on Wednesday, Thursday and Friday
- Lunch on Wednesday, Thursday and Friday

Exhibition Contractor-

We have appointed an official contractor to build all booths. The service provider staff will also assist exhibitors with the following additional services: Furniture hire, Plant hire, Signage, Banners, Portable display systems, Spotlights, Stand installation service, Frames, Shelving, etc. Details of the service provider will be provided shortly.

Please note that the 9m² booth includes only the items listed under the booth option. All additional services and items requested by the exhibitor will be extra. The service provider will invoice the exhibitor for the extras.

PLEASE NOTE THAT NO CHANGE MAY BE MADE TO THE ACTUAL BOOTH WITHOUT CONSULTING THE ORGANISERS.

GENERAL EXHIBITION INFORMATION

Build up and strike of exhibits

- | | | |
|--------------|------------------|--|
| 1. Build up: | Booth Exhibitor: | Tuesday, 10 November 10am – 16:00 |
| 2. Strike | Booth Exhibitor: | Friday, 11 November 2020 17:00 – 19:00 |

Exhibition open times

Exhibits must be open for delegates to view at the following times:

- | | |
|------------|---------------|
| Tues: | 16:30 - 19:00 |
| Wednesday: | 8am - 17:00 |
| Thursday | 8am – 17:00 |
| Friday | 8am – 13:00 |

Hotel and Exhibition Regulations

1. Maximum height of stand: three meter
2. No hot works to take place in the exhibition centre
3. No electrical sawing grinding to take place in exhibition centre

Display material

1. No display material may be attached to or placed up against the venue walls. All exhibition items must be free standing and may not be supported by the booth or venue walls.
2. Exhibitors may use freestanding banners as well as posters that can be attached directly to the booth walls on their stands.
3. The posters that are to be attached to the panels must be made of a lightweight material/paper and can be attached to the panels by using double sided tape. The exhibitor must supply their own tape. These posters must be portrait layout (max length 2.5 m x max width 90 cm).
4. Booths must be kept cleaned at All time. Arrangements must be made beforehand with the hotel to store large boxes prior to the conference.
5. The organiser reserves the right to request the exhibitor to remove their display if they do not comply with the regulations and terms and conditions of the conference and venue.

Activities at the exhibits

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The Organising Committee and the organiser cannot be held responsible for loss or damage to exhibitor property. Exhibitors may only distribute promotional material/literature at their booth.

1. Exhibitors will be responsible for the security of their own booth during the Conference.
2. In their own interest, exhibitors should arrange for representatives of their companies to be present at the exhibition during the entire Conference.
3. It is essential that your exhibition be manned during lunch and other refreshment breaks.



Electricity Supply and installation

The service provider is the official exhibition contractor and electrician for the Conference. They will be the only contractor permitted to carry out electrical work and installations at the exhibition. If you require any assistance with electrical problems/supply during set up and the event, please contact the organisers to arrange for the electrician to assist you.

Exhibitor Booths: If you have additional electrical requirements over and above what is included in your booth rental, please contact the Conference Organizers in order to make arrangements prior to the conference.

Please do not tamper with the wiring/electrical equipment.

Cleaning

Cleaning staff will ensure that the exhibition is cleaned each day.

Liability

The Sponsors and Organizers shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, his employees, servants, customers, clients or visitors or to any of his property by reason of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organiser or any other person whomsoever.

Without in any way detracting from the generality of the foregoing, the organiser shall not be held responsible for any loss which the exhibitor and/or any other person(s) may suffer through theft, burglary or damage from any cause whatsoever.