IMPORTANT DATES TO REMEMBER

Please take note of these deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>04 November 2022</td>
<td>Deadline to submit the exhibition booking form and</td>
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<td>payment.</td>
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<tr>
<td>Wed, 15 Nov 2022</td>
<td>Registration open for exhibitors and delegates</td>
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<td></td>
<td>12pm to 7pm</td>
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<td>10am to 2pm</td>
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<tr>
<td>Fri, 18 Fr 2022</td>
<td>Booth and display exhibits: Delivery and set up of</td>
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<td>exhibition material.</td>
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<td>5pm to 7pm</td>
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<td>All display material must be removed from the booths</td>
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<td>and display panels.</td>
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For more information, please contact the organisers:

Thokozani Dlamini  
SADC- Groundwater Management Institute  
Mobile : +27 780989889  
Email: Conference2018@sadc-gmi.org / thokozani@sadc-gmi.org
EXHIBITION OPTIONS

For the exhibition space conference organizers have decided on providing equal size booths for all exhibitors. The size of the booths will be **9m²: (3m x 2m)**, and the image of the booth is provided below.

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

- Shell scheme.
- Fascia Name – White lettering.
- 2 x Spotlights and 1 x Plug point.
- 1 chair 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.
- The exhibiting companies will be listed in the programme.
- Full registration of one delegate.

Excludes:

- Multiplugs and extension cords
- Additional electrical requirements
- Audio Visual Equipment
- Double-side-tape to attach promotional material to the display boards
- Plants and décor
- For additional exhibition staff. **Please see registration fees on the conference website**

All tea and coffee sessions will take place in the exhibition venue to encourage delegates to visit the exhibition each day.
One booth costs R10 000, this price includes registration of one delegate that will man the booth for the duration of the conference.

**Exhibitor Pass includes:**
- Cocktail/Welcoming Function, Wednesday, 18 November evening,
- Gala Dinner, Thursday, 17 November
- Tea and Coffee sessions on Wednesday, Thursday and Friday
- Lunch on Wednesday, Thursday, and Friday

**Exhibition Contractor-**

Windhoek Country Club Resort has been appointed as the official contractor to build all booths. The conference venue 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.

Please note that the 9m² booth/display area includes only the items listed under the booth option. All additional services and items requested by the exhibitor will be extra. Windhoek Country Club 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, 15 November 2022 10am to 2pm
2. Strike Booth Exhibitor: Friday, 18 November 2022 2pm - 5pm

Exhibition open times
Exhibits must be open for delegates to view at the following times:
Tues: 4:30pm - 7pm
Wednesday: 8am - 5pm
Thursday: 8am - 5pm
Friday: 8am - 1pm

Windhoek Country Club Resort
1. Maximum height of stand: three meters
2. No hot works to take place in the exhibition Centre
3. No electrical sawing grinding to take place in 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. All empty containers must be removed from the booth. Please note, there is no storage available for empty boxes. 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 can 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 the lunch and refreshment breaks

Electricity Supply and installation
The conference venue 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: If you have additional electrical requirements over and above what is included in you 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.