



ONGWEDIVA ANNUAL TRADE FAIR 2007

24/08/2007 to 01/09/2007

FACT SHEET

1. **VENUE:** Ongwediva Trade Centre, Ongwediva Main Road
 2. **FAIR DATES:** Friday, 24 August 2007 to Saturday, 01 September 2007
 3. **CONTACT PERSONS:** Ms. Ruth Uusiku at Mobile No. 081 27 87 946
 4. **BASIC RATES:**

QUEEN HALL @ N\$ 4 500.00 per 9m ²	(Shell Scheme Structure)
KING'S HALL @ N\$ 3 000.00 per 9 m ²	(Shell Scheme Structure)
HEADMAN HALL @ N\$ 2 500.00 per 9 m ²	(Shell Scheme Structure)
OPEN SPACE @ N\$ 2 500.00 per 50 m ²	(Shell Scheme Structure)
- ALL RATES ARE 15% VAT INCLUSIVE**
5. **PAYMENT DUE DATE:** 30 June 2007
(Failure to settle the account on or before the above due date shall result in the cancellation of the allocation without notice.)
 6. **DATES FOR ERECTION OF STANDS:** Wednesday, 22 – 23 August 2007
 7. **DATES FOR DISMANTLING OF STANDS:** Sunday, 02 September 2007
 8. **OPEN TIME OF HALLS - Exhibitors:** 09h00 – 21h00
 9. **OPENING TIME OF HALLS - Public:** 10h00 – 22h00
 10. **CLOSUE:** 23h00
 11. **ENTRANCE FEES:**

Adults	N\$ 10.00
Children (0-12 yrs)	N\$ 5.00
Vehicles	N\$ 10.00
 12. **SHELL SCHEME STRUCTURE INCLUDES:**
 - 3mx3m (9m²) stand with aluminium frames and white hardboard partitioning;
 - Top facial (painted white) with exhibitor's name printed in block letters;
 - Two spotlights on facia of stand, one 25amp plug point (220 volt);
 - Carpets in grey colour;
 - Two plastic chairs;
 - Exhibition Package containing the programme of the fair (detailed information) and entrance passes.

NB: STRUCTURES MAY NOT BE PAINTED & NO NAILS MAY BE USED ON THE PANELS!

13. **EXTRAS**

13.1 An application for the following extras must be submitted on or before Friday, 11 August 2007:

- Extra electricity power points and shelving (at extra cost);
- Logos, slogans or different typeface for the stand fascia (at extra cost);
- Special needs (unusual format of the stand, storage space) (at extra cost);
- Extra table at a rental amount of **N\$ 60.00** for the duration of the Fair;
- Issuing of extra entrance passes at an amount of **N\$ 90.00** for the duration of the fair;
- Issuing of extra vehicle passes at an amount of **N\$ 90.00** for the duration of the fair.

13.2 The due date for the payment of all requested extras' is August 22, 2007 (upon occupation of the stand).

14. **CONDITIONS & ADDITIONAL INFORMATION:**

14.1 Indication of preferred stand does not automatically guarantee allocation of that particular stand.

14.2 Cancellation of a stand should be submitted in writing. A 50% administration fee shall be payable on a cancellation effected on or after August 01, 2006. Refunds shall only be effected after the fair (after September 03, 2007).

14.3 No refund shall be effected should the exhibitor fail to turn up for participation.

14.4 All electrical equipments to be used during the fair shall be tested.

14.5 Dismantling and vacation of stands shall only be allowed on the designated date. However, this can be allowed before the designated date provided that prior arrangement is done with the Trade Fair Management.

14.6 Presentations, workshops or functions which may require the usage of the Conference Hall; exhibitors are requested to book in advance in order for the intended activity to be incorporated in the Trade Fair Programme (which would be finalized by the end of July 2007). The Conference Hall could be used at a rental amount of **N\$ 1 150.00**.

14.7 International exhibitors are advised to contact the following ministry with regard to Visa and necessary permits:

The Permanent Secretary; Ministry of Home Affairs; Private 13200; Windhoek; NAMIBIA; Tel: + 09 264 61 292 2111 Fax: + 09 264 61 24 3766

AND

The Permanent Secretary; Ministry of Finance; Private 13295; Windhoek; NAMIBIA; Tel: + 09 264 61 209 1111 Fax: + 09 264 61 23 9278