

## **RULES & REGULATIONS FOR EXHIBITORS – KAMPALA SERENA CAR PARK**

# **1. PROGRAMME OVERVIEW**

### **WEDNESDAY 13th FEBRUARY:**

08:00 - 18:00 Exhibitor move in and set up

### **THURSDAY 14<sup>th</sup> FEBRUARY:**

09:00 - 17:30 Exhibition open to conference delegates

10:30: Official Opening of the Exhibition

### **FRIDAY 15<sup>th</sup> FEBRUARY:**

09:00 - 17:30 Exhibition open

14:30 - 17:30 Exhibition open to the public

### **SATURDAY 16<sup>th</sup> FEBRUARY:**

08:30 – 18:30 Exhibition open to conference delegates

### **SUNDAY 17<sup>th</sup> FEBRUARY:**

08:00 - 13:00 Exhibitor tear down

# **2. YOUR STAND**

## **PLEASE ENSURE THAT YOU MAN YOU STAND AT ALL TIMES.**

EAFCA and The Kampala Serena Hotel will make every effort to ensure the security of exhibits with day and night guards but cannot accept responsibility for the security of an individual stand nor responsibility for any loss or damage which may occur during the 5<sup>th</sup> African Fine Coffee Conference & Exhibition. All items must be placed within the stand area. No items will be allowed to interfere with the free flow of people in the aisles and gangways.

# **3. STAND CONSTRUCTION & SPECIFICATIONS**

Exhibitors will be supplied as follows:

	<b><i>Booth 3x2</i></b>	<b><i>Booth 6x2</i></b>
80W Spotlight	2	4
Socket outlet	1	2
Fascia panel	1	2
Conference Chair	2	4
Rectangular table	1	2

The shell scheme is a modular exhibition system. The height is 2.5m overall with a 75mm fascia panel. Each unit is fitted with the appropriate number of spotlights, electrical fittings and furnishings. (See table above). Each fascia panel has a company name in standard black vinyl text – 75mm high. No logos are included.

## **ELECTRICS**

Each cubicle will be provided with the components in the table above. Any extra spotlights or socket outlets that are required can be ordered at an additional cost. (See order form).

## **FURNITURE**

In addition to the furniture provided in the stand package (see table), additional furniture and an extensive range of display aids are available for hire at an additional cost. (See order form).

## **REFRIGERATORS**

A limited number of small refrigerators are available for hire (see order form)

## **AVAILABILITY OF EXTRAS**

The refrigerators, extra furniture and electrical components mentioned above are available on a first come first served basis and all subject to availability.

# **4. STAND SERVICES**

## **STAND CLEANING**

The shell scheme stands will be cleaned at the end of every day at no extra cost. Please place your bin just outside your stand area at the end of every day. This will avoid any misunderstandings.

## **MAINTENANCE**

One staff from the booth supplier will be on hand during the show to attend to any problems that might occur with any of the shell scheme cubicles.