



---

**TREASURES COMPANY LTD**

---

*The Events Factory*

KG 33 AV. 18, Kigali-Rwanda  
[www.theeventsfactory.biz](http://www.theeventsfactory.biz)

**Great Lakes Investment and Trade  
Conference & Exhibition**

**Exhibition Manual**

# **Exhibitor's manual**

## **1. Purpose of this document**

This exhibitors' Manual will provide broad guidelines to all exhibitors to ensure that we have a seamless exhibition. You are invited to read through carefully and adhere to the different provisions herein.

In event that you need more clarifications, do not hesitate to contact us for further support.

## **2. Exhibition dates and times:**






- Exhibition Dates: 18<sup>th</sup> – 19<sup>th</sup> March 2020
- Exhibition times: 8.00 am – 5.30 pm

## **3. Booth Specifications:**

Each **3m** deep x **3m** wide x **2.5m** tall (**78.74"** deep x **118.11"** wide x **98.425"** tall)

- **Standard Provisions** (*See renderings and booth set-up examples below*)

Will have the following standard items:

- a. **1 Information counter**
  -  (100cm length x 80cm height x 50cm depth)
  -  (39.3701" length x 31.4961" height x 19.685" depth)
- b. **1 Round table**
  -  (80cm diameter x 100cm height)
  -  (31.496" diameter x 39.370" height)
- c. **2 Foldable chairs**
- d. **1 Brochure stand**
- e. **1 230V electrical socket** 
- f. **2 Lights**
- g. **1 Waste paper basket.**

## **4. Payment:**

The cost for each stand is **350\$** and for the payment process please contact:

Email: [Ejdia.Dusabe@rcb.rw](mailto:Ejdia.Dusabe@rcb.rw)

Tel: +250 732043696

## 5. Safety regulations

- Safety at the exhibition site is a shared responsibility between the exhibitors and the organizers. All exhibitors are required to ensure that their conduct does not harm in any way the other exhibitors or visitors.
- The organizers will not be held liable for breakages or damages as a result of negligence on the part of the exhibitors. You are also encouraged to take an insurance cover that covers any such damage for both your goods and those of a third party that may occur because of your actions or omissions.

## 6. Security of items in the venue

- Kigali is one of the safest Cities in Africa and exhibitors are assured of their safety and that of their property. We however encourage you to be vigilant especially for items (Money, jewelry, electronic gadgets) of high value at all times.
- Exhibitors should arrange for a representative to be on their stand during the build-up period to receive goods and deliveries.

## 7. Branding

- All exhibitors will be expected to manage their branding in such a way that they fit into only their booth space, without spilling out into other exhibitor's spaces or the aisle.
- All branding that might damage the booths (Adhesive, Pins, Nails...) are prohibited.
- If you wish us to do your branding, you may contact us at
  - 📧 **Email:** [younouss.u@theeventsfactory.biz](mailto:younouss.u@theeventsfactory.biz)
  - 📞 **Tel:** +250788358188

## 8. Booth Clearing

- Waste bins will be available at each stand. Exhibitors are responsible to remove any build-up and tear down waste materials and out them in their bins.
- Cleaning will be done daily after closing time. However, for the security of your property, no cleaning will be done by the organizers inside stands. Exhibitors are to ensure that they keep the inside of their stands clean.
- To eliminate any confusion and for security purposes, only rubbish left in the aisle after closing times, will be removed.

## 9. Freight advisory

The following Courier companies are operational in Rwanda and are able to give a turnkey solution for your imports and re-exports; DHL, FedEx, Sky net TNT & UPS

## 10. Load in

- Booth construction will commence on the **17<sup>th</sup> March** in the Morning but exhibitors will load in starting on the **17<sup>th</sup> at 03.00 pm**. Exhibitors are requested to abide by the time slot allocated to them to avoid any inconveniences.
- As soon as loading or unloading has taken place during the allocated time period, vehicles are to be removed from this area to allow other exhibitors access. The organizers cannot accept delivery of any goods on behalf of an exhibitor, nor will the organizers accept any responsibility whatsoever for the safety or condition of any items unloaded and/or left on site, in the absence of exhibitors. The organizers cannot accept any responsibility for goods damaged on the exhibition premises.
- Deliveries cannot take place during the open hours of the Exhibition. Access will be allowed by way of an exhibitor's pass. Please ensure that you have your passes in order to eliminate unnecessary disturbance and frustration at the point of entry.

## 11. Dismantling and move-out

- Dismantling of exhibits may begin at the end of the last day of the exhibition. All Stands should be cleared and all exhibitor materials removed by **6.00 pm** on the **19<sup>th</sup> March 2020** (*unless extra move-out arrangements have been agreed with the Organizer*)

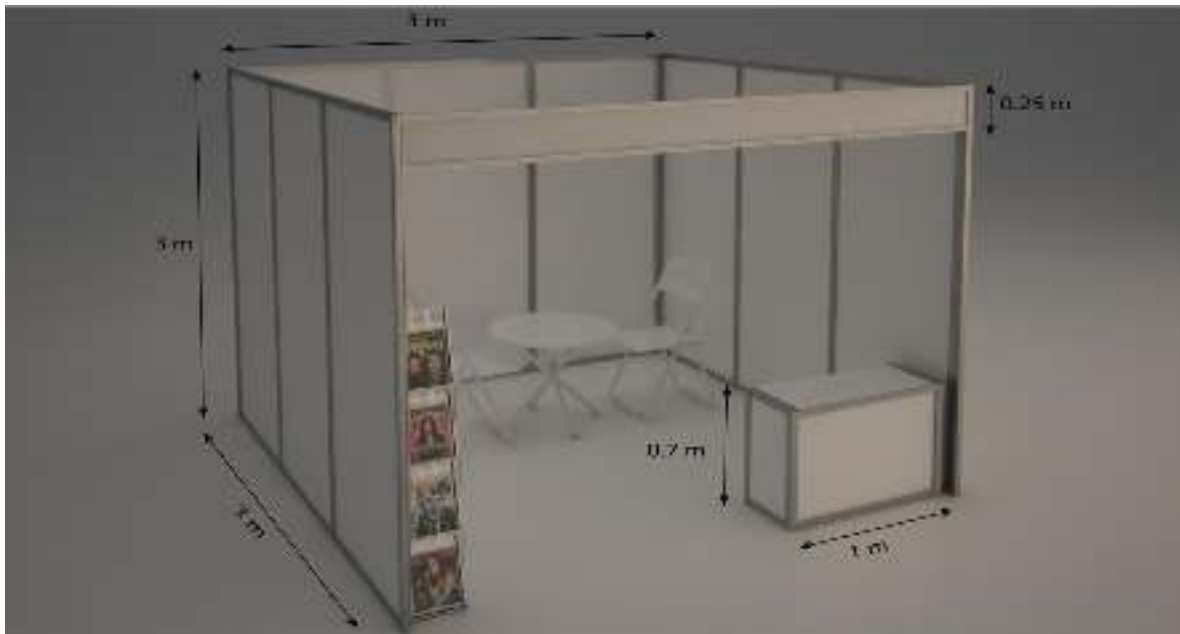
## 12. Time Table for Booth Setup & Break Down

The following schedule has been agreed for booth setup and breakdown:

#	Activity	Deadline
1	Registration of Participants & Exhibitors	17 <sup>th</sup> – 18 <sup>th</sup> March 2020
2	Build up start date	17 <sup>th</sup> March 2020 (in the Morning)
5	Deadline to complete stand & move in materials	17 <sup>th</sup> March 2020 (in the Afternoon)

13. Shell Scheme Booth 3mx3m:

Booth Renderings



2. Branded Booths\*

