

Namibia Tourism Expo

10 - 13 June 2015







2015 MOTORSHOW INFORMATION PACK

www.republikein.com.na / www.az.com.na / www.sun.com.na

FOR ADDITIONAL INFORMATION, PLEASE CONTACT EXPO OPERATIONS MANAGER, MICHELLE LE ROUX ON 081 127 4856.

INTRODUCTION

Nedbank, in association with Old Mutual, will for the first time sponsor the Namibia Tourism Expo Motorshow. The Motorshow will be part of the Namibia Tourism Expo which will take place from 10-13 June 2015.

Tour operators, car rental companies and self-drive travellers can view a fully fledged motor vehicle show, complete with motoring accessories, which is hosted under the banner of the Namibia Tourism Expo.

The annual Namibia Tourism Expo, now in its 17th year, has enjoyed a steady growth of quality visitors each year. The organisers embrace the challenges of 2014 and will stay ahead of the game by introducing fresh elements and including innovative ideas to attract an ever-changing market.

JUDGING

Visitors to the Namibia Tourism Expo will vote for their favourite stand.

PARTICIPATING & VISITOR STATISTICS

	Total Visitors	Exhibitor Personnel	Total Attendees
2010:	18 798	1 515	20 313
2011:	18 985	1 953	20 938
2012:	19 518	2 219	21 737
2013:	18 549	2 190	20 739
2014:	22 156	2 170	24 326

	TOTAL	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2010:	18 798	3 202	4 937	6 429	4 230
2010:	18 985	2 124	3 661	6 768	6 432
2011: 2012:	19 518	3 896	4 178	7 859	3 585
	18 549	4 461	4 012	6 281	3 795
2013; 2014;	24 326	4 285	5 352	7 688	4 831

ABOUT THE NAMIBIA TOURISM EXPO

The 17th Annual Namibia Tourism Expo is organized by Republikein and is supported by all Namibian Tourism Organizations, including the Namibian Tourism Board (NTB) and will be held from 10 - 13 June 2015. Our aim is to provide a platform for Namibia's Hospitality Industry to promote and market their products and services to all involved in the Industry as well as the general public.

Since its inception in 1999, the Namibia Tourism Expo has consistently grown and has earned a superb reputation for offering the only centralized marketing platform for Namibia's Hospitality Industry.

Apart from presenting a highly effective showcase for Exhibitors active in Tourism, the organisers have revitalized the exhibition year after year by expanding the showcase.

The Expo hosts exhibits by local, regional and international establishments and also features interactive Chef's Demonstrations; food, beer & wine tasting and a host of other fun activities to attract travel enthusiasts, foodies, friends of tourism and the general public alike.

Tour operators, Car rental companies and self drive travellers can view a fully-fledged motor vehicle show, complete with motoring accessories and hosted under the banner of the Nedbank Motorshow. A separate information pack for the Motor Show is available on request.

EXHIBITOR PROFILE

The Expo is open to ALL IN TOURISM & ALL ORGANISATIONS FOR TOURISM, namely travel agencies, airlines, hotels, lodges, direct suppliers to the hospitality industry, government tourism offices and tourist related organizations and enterprises as well as representatives of food and beverage companies, who supply extensively to the tourism industry.

A company profile indicating the nature of business must accompany the booking form. Where a business is not obviously tourism related, the organisers may request an additional motivation for participation. This will be duly considered and the final decision for participation is at the discretion of the Namibia Tourism Expo Organisers.

SPACE LIMITATION

First -time exhibitors that are suppliers to the hospitality industry are not automatically guaranteed of participation. Preference will be given to Tourism direct exhibits.

OBJECTIVES

The Namibia Tourism Expo aims to:

- Provide a forum for the tourism industry and its suppliers to market new and exciting products and services, directly to the consumer and to the travel trade, both locally and internationally.
- Create a public awareness of the importance of tourism and foster a sense of pride for our country amongst Namibians.
- Encourage stakeholders in the industry to network and communicate with each other for the benefit
 of the tourism trade at large.

The Namibia Tourism Expo attracts visitors who are actively seeking information about the various industry suppliers, new products and recent developments in tourism. The event presents an ideal opportunity to those who wish to network with the industry and make face to face contact to identify new business prospects.

FOOD, BEVERAGES & RESTAURANTS

Interactive food & beverage demonstrations are encouraged. A variety of well-known restaurants will operate for the duration of the Expo. Restaurants that form part of the hospitality industry will be given preference to operate at the Namibia Tourism Expo.

A tasting coupon system for wine tastings was introduced last year with great success and will therefore be applicable at the 2015 Namibia Tourism Expo.

JUDGING

Visitors to the Tourism Expo will vote for their favourite stand.

PARTICIPATING & VISITOR STATISTICS

	Total Visitors	Exhibitor Personnel	Total Attendees
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EXHIBITOR INFORMATION

	EXHIBITOR SET-UP
	AS FROM FRIDAY, 5 JUNE 2015
ACCESS TO	Free access to the Windhoek Show Grounds for pedestrians and vehicles the week prior to
GROUNDS DURING	the Expo, up to Tuesday, 9 June 2015. Thereafter only by means of the Fingerprint Access
SET-UP CHECK-IN &	System & Vehicle ID AT THE EXPO OFFICE SITUATED IN THE PRESIDENT'S HALL
REGISTRATION	Monday 8 June 2015 from 08:00 to 17:00
(late registration by	Tuesday 9 June 2015 from 08:00 to 17:00
prior arrangement	SET-UP MUST BE COMPLETED NO LATER THAN 11:00 ON WEDNESDAY, 10 JUNE 2015.
only)	Exhibitors, who do not set up in time, will be treated as "No Shows" and the stand will be
	cancelled. No refund will be made.
	Vehicle registration at the Bell Street Exhibitor Parking Gate.
EXHIBITION UNITS	A basic stand consists of the following: White shell scheme walling with aluminum frames.
	Fascia – Company name printed and fitted on stand.
	 One plug point per 9m² - maximum wattage per stand: 900w / 3.9 Amps.
and the second second	■ Two energy saving lights per 9m².
	 Carpeting in stands. (No carpeting will be provided in food stands)
ADDITIONAL	CUSTOM STANDS – On prior approval by Organisers ONLY.
	 MUST SUBMIT PLANS FOR STAND DESIGN BEFORE THE 28th April 2015. 3 Phase Power on advance arrangement ONLY before the 28th April 2015.
	 3 Phase Power on advance arrangement ONLY before the 28 April 2015. Plumbing requirements must be communicated no later than the 28th April 2015.
	 Should the venue / location of stand not provide sufficient power / plumbing,
	additional costs for services will be at the exhibitors expense
PANEL DESCRIPTION	■ Make & Type of equipment: OCTONORM
	■ Panel Height – 2 480mm
	Panel Width – 990mm (950mm wide + 40mm aluminum frame).
	■ Panel Thickness – 3mm
DO'S & DON'TS	Accessories such as ring screws, header hangers, hooks for chains, ceiling hangers and panel retainers can be leased from the Windhoek Show Society office, Tel: 061 224 748
	Painting of panels is NOT permitted
	Glue, prestick/pritt, double sided tape, thumbtacks, nails or any item that may
	cause permanent damage to the panels is NOT permitted.
	 Do not encroach on the aisle space as this is a safety hazard.
	Keep noise to a reasonable level as not to disturb your fellow exhibitors.
	Do not damage carpets.
BREAKDOWN	ONLY as from 08:00 on Sunday morning, 14 June 2015. Everything must be removed from the Windhoek Showgrounds by Tuesday, 16 June
	2015. This includes all signage – Penalties will apply if you do not evacuate completely.
	NB: THERE WILL BE LIMITED SECURITY PROVIDED DURING BREAKDOWN.
	THE ORGANISERS DO NOT TAKE RESPONSIBILITY FOR STOLEN/DAMAGED ITEMS AT THIS TIME.

	RATES, PAYMENT AND DEADLINES
STAND RENTAL INFORMATION	The cost is calculated at N\$ 888.00 per m² (incl. VAT). A RE-FUNDABLE DEPOSIT OF N\$ 100-00 PER m² WILL BE CHARGED FOR DAMAGES/LOSSES for Indoor Stands.
	A RE-FUNDABLE DEPOSIT OF 10% of the TOTAL STAND VALUE WILL BE CHARGED FOR DAMAGES/LOSSES for Outdoor Stands. Rates are quoted in Namibian Dollars. N\$ 1.00 = ZAR 1.00

INCLUDED IN STAND RATE

Complimentary Entrance Tickets

Stand sizes ranging from 4m² - 54m² will receive a maximum of 10 Complimentary Entrance Tickets valid for 1 single entry for Wednesday, 10th June 2015 ONLY. These tickets will be available from the Expo office 1 month prior to the Expo.

Free Exhibitor Access (Fingerprint Access)

Exhibitor Access will be provided depending on the size of the stand:

4m² - 8m²

: 2 people

9m²

: 4 people

18m²

: 6 people

27m² and more : 8 people

FINGERPRINT ACCESS WILL BE THE ONLY MEANS OF ACCESS FOR EXHIBITORS.

Complimentary Parking

Exclusive Exhibitor Parking (limited)

Vehicle Stickers

Vehicle registration at the Bell Street Exhibitor Parking Gate.

Exhibitor Listing

Free exhibitor listing in the Expo Supplement and the Expo Hand-outs.

■ Furniture rental – See attached list of suppliers

- Corrections / Additions on fascia board after deadline
- Any customized alterations to the stand
- Liquor License
- Additional auxiliary services such as plumbing, water connections, additional electrical requirements
- Additional Exhibitor Access over and above standard allocation. (@ N\$ 100.00 per person – CASH ONLY)
- Additional Entrance Tickets over and above standard allocation available at standard rates via Computicket
- Work permits
- Custom made fascia with your company logo at an additional cost must be before the 28th April 2015
- A 50% non-refundable deposit is payable immediately once the stand has been allocated in order to secure your booking request.
- The balance is payable NO LATER THAN Monday, 16th March 2015.
- Full payment only will confirm your booking.
- No refund will be given for cancelled stands as per the Terms & Conditions.

PAYMENT DEADLINES

GENERAL

STAND SHARING

A maximum of 2 individual companies per 9m² will be permitted to share. (This is not relevant to Tourism Marketing Agencies / Head Offices / Groups / Central Booking Agents or National Tourism Bodies.)

Venue Advertising Opportunities: Please contact the organisers to discuss detail.

SPONSORSHIP & ADVERTISING OPPORTUNITIES

 $\textbf{Sponsorship Opportunities:} \ \textbf{Please contact the organisers to discuss detail}.$

Tourism Expo Supplement: Extensive coverage will be given to the Expo by Namibia Media Holdings Group (NMH), the holding company of *Republikein, Allgemeine Zeitung* & *Namibian Sun*. A supplement will be published prior to the Expo with detailed information about the event.

BRAND EXCLUSIVITY

Brand Exclusivity – The Namibia Tourism Expo does not guarantee brand exclusivity to any of its exhibitors, excluding areas where brand exclusivity has been guaranteed. The Expo is proudly sponsored by Old Mutual and Nedbank and are afforded brand exclusivity for their sponsorship, including the Motorshow. As main sponsors of the Expo they will have branding rights on all

Control of the Contro	stalls and exhibition areas at the event.
TASTING AND SELLING	Individual liquor licenses will be obtained on behalf of exhibitors by the
OF FOOD / BEVERAGES	Organisers at an additional charge of N\$ 785.00 per license. The liquor license is
	obtained via an attorney by the organisers and will include the Municipal
	Certificate of Registration which is now also required.
	 ONLY the organisers of the Expo will be permitted to sell wine tasting glasses &
	tasting coupons.
	 Liquor may be sold ONLY at relevant restaurants or wine stands in possession of
	a liquor license.
	· ·
	 Food may be sold ONLY at relevant restaurants or food stands that are in possession of a valid food license which will be charged at N\$35.00 for
	Municipal Certificate of Registration. Both food & liquor license request must be clear on the official booking form
	Total a liquor hochoc request must be clear off the official booking form
	Exmissions with sair facilities and those serving inquot 7 food from their startes
	are urged to strictly adhere to the closing times of the Expo and ensure that
	visitors vacate the stand as soon as the Expo closes each day.
	Such exhibitors must agree to display a sign at the stand stipulating the Terms &
	Conditions, i.e. closing times.
	 Ice is provided at no additional charge to exhibitors who are selling or providing
	tastings for beverages. Please note the 'wine runners' are employed by the
	Expo Organisers – no additional fee is required for this service.
	 No carpets will be provided in cooking areas.
	Limited Porter services will be available.
SECURITY	Security will be provided. Security reserves the right to request Exhibitors'
	identification and proof of ownership of any item at the Namibia Tourism Expo.
	Should an Exhibitor require additional security services, this must be arranged
	with the Organisers and will be at own cost. No other security company will be
	permitted.
	There will be limited security presence at the Show Grounds on Sunday 14 June
	2015, when break-down of stands commences. The organisers accept no
	responsibility for stolen or damaged items during this time as it is impossible to
	control every item removed from the Show Grounds.
FINGERPRINT ACCESS	Exhibitor Access to the Show Grounds is done by means of a Fingerprint Access
SYSTEM	System ONLY.
	If you registered for the 2011 - 2014 Expos, you will not be required to register
	again.
	HOWEVER, your fingerprints will need to be REACTIVATED for 2015 —
	otherwise you will not have access. Please provide the organisers with a name
	list of staff that will be working at the Expo for reactivation of fingerprints
	before the Monday, 13 April 2015.
	If you have not registered before, please contact the Expo office to make
	arrangements for your fingerprint registration prior to the Expo.
	No fingerprints will be registered after 17:00 on Thursday, 4 June 2015, unless
	by prior arrangement with the Organisers.
	From Wednesday, 10 June 2015, Exhibitors that do not adhere to the
	abovementioned regulations will need to purchase standard entry tickets via
	Computicket at full price.
AIR TRAVEL &	For air travel and accommodation packages, please contact:
ACCOMMODATION	XL THE TRAVEL PROFESSIONALS Tel: +264 (0)61 253 528 Fax: +264 (0)61 253 117
PACKAGES	Email: adminwdh@xlthetravelprofessionals.com Web: www.xlthetravelpro.co.za

TOURISM EXHIBITORS

NATIONAL TOURISM BOARDS, CENTRAL BOOKING OFFICES, MARKETING AGENCIES & HEAD OFFICES

Touris	m E	Boar	ds /
Nation	nal	Tour	ism
Bodie	S		

- ONLY the main exhibitor / National Tourism Bodies name will appear on the fascia.
- The square meter rate will apply, however each sharing exhibitor added will be at an additional cost of **N\$2** 664.00 (including VAT) to the main exhibitor.
- The amount of participants sharing is at the discretion of the main stand holder as size and design of stands vary.
- The main exhibitor carries the responsibility to provide a list of participants sharing the stand and the main stand holder is responsible for payment.
- No individual invoice will be made out to participants.

Head Offices / Groups

- ONLY the Group's name, i.e. "the brand" will appear on the fascia, e.g. NWR, Leading Lodges of Africa, etc.
- Names of the individual properties, in alphabetical order, will be listed on the Exhibitor List under the name of the Group.
- There is no size limit for stands for Head Offices / Groups available at the normal rate of N\$ 888.00 per m² (subject to space availability).
- ONLY the Facilitator name will appear on the fascia (name board) e.g. Finesse Hospitality Services, Reservation Destination, etc.
- The participation fee must be settled by the Central Office NO INDIVIDUAL INVOICES WILL BE ISSUED FOR INDIVIDUAL PARTICIPANTS.
- Names of the individual participants, in alphabetical order will be listed on the Exhibitor List under the name of the Facilitator.
- The individual participants represented by the Facilitator must be clearly displayed and this must be visible from the aisle.
- The display should reflect who the clients are and what the facilitator represents.
- The cost formula for stand sharing is based on: 3 properties per 9m² stand, e.g. N\$ 7 992.00 ÷ 3 = N\$ 2 664.00
- Less than 3 properties represented per 9m² will pay the standard m² rate calculated at N\$ 888.00 per m².
- For each additional property above 3 properties per 9m², a rate of N\$ 2 664.00 will be charged for each additional property that shares the space, e.g:

1 property per 9m² = N\$ 7 992.00

2 properties per 9m² = N\$ 7 992.00

3 properties per 9m² = N\$ 7 992.00

4 properties per 9m² = N\$ 10 656.00

 $(N$ 888.00 \times 9m^2 = N$ 7 992 + N$ 2 664.00)$

5 properties per 9m² = N\$ 13 320.00

 $(N$,888.00 \times 9m^2 = N$,7992.00 + N$,2664.00 + N$,2664.00)$

(Marketing Agencies & Central Booking Offices)

Group Facilitators

INDOOR

- 1. Please stipulate all electrical items which you plan to use on the booking form and note that maximum electricity for general use is 900 Watt / 3.9 Amp.
- 2. Microwave Ovens and bain-maries will only be permitted if the exhibit represents that kind of business.
- 3. Painting of structures is strictly prohibited. No nails, staples etc. into structures are allowed. (Damages)
- 4. The organisers reserve the right to take legal action for any malicious damages to structures.
- 5. No carpets will be provided in cooking areas.
- 6. Limited cooling facilities for wine estates will be provided, as well as secure storage facilities in the Presidents Lounge / Expo Office.
- 7. The information packs provide additional detail e.g. objectives, statistics.

MOTOR SHOW

- 1. The Motor Show provides tour operators, car rental companies, and self drive travelers with a platform to view a fully fledged motor vehicle show.
- 1. Nedbank's Vehicle and Asset Finance is the main sponsor of the Motor Show in partnership with NMH.
- 2. No branding of any other bank will be allowed at the Motor Show.
- 3. New vehicles ONLY.
- 4. No trucks will be permitted unless it is safari type vehicles (no commercial / general transport).
- 5. Must be able to maintain a factory warranty.
- 6. Must be able to service the vehicle.
- 7. Must be a NEDBANK accredited dealer.
- 8. Pre-owned Dealers & "Grey Imports" will not be permitted.

FOR MORE INFORMATIO	N, PLEASE CONTACT THE NAMIBIA TOU	RISM EXPO OFFICE:
	(Switchboard) Fax: +264 (0) 88 651 568	
Trix Malan	Tel: +264 (0)61 297 2092	Email: trix@dmh.com.na
	Cell: +264 (0)81 356 7610	
Tira Nangolo	Tel: +264 (0)61 297 2045	Email: tira@dmh.com.na
	Cell: +264 (0)81 649 9380	
Michelle le Roux	Tel: +264 (0)61 297 2104	Email: michelle@dmh.com.na
	Cell: +264 (0)81 127 4856	



Namibia Tourism Expo

10 - 13 June 2015







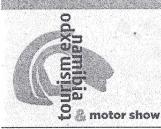
TERMS & CONDITIONS OF PARTICIPATION – 2015 NAMIBIA TOURISM EXPO

GENERAL:

- 1. The Namibia Tourism Expo takes place at the Windhoek Show Grounds from 10 13 June 2015.
- 2. The Namibia Tourism Expo is open to ALL IN TOURISM & ALL ORGANISATIONS FOR TOURISM, namely travel agents, airlines, hotels, lodges, direct suppliers to the hospitality industry, government tourism offices and tourism related organisations and enterprises as well as representatives of food and beverage companies, who supply extensively to the tourism industry. The Namibia Tourism Expo Motor Show are included in the Exhibitor Profile of the Namibia Tourism Expo.
- 3. Exhibitors may only showcase business that is directly related to Tourism. No other products or service will be allowed to be displayed or promoted.
- 4. Approval to participate at the Tourism Expo is subject to an exhibitor screening process. The general criteria to exhibit however will be based on tourism industry relevance and direct focus on the Hospitality Industry. Participation will be duly considered and the final decision for participation is at the discretion of the Namibia Tourism Expo organisers
- 5. A re-fundable deposit of N\$ 100-00 per m² will be charged for INDOOR STANDS for any possible damages / breakages or losses of rental equipment or the Windhoek Show Grounds. A re-fundable deposit of 10% of STAND VALUE will be charged for OUTDOOR STANDS for any possible damages / breakages or losses of rental equipment or the Windhoek Show Grounds. The full deposit amount will be re-paid to exhibitors, after the event and only when it has been determined that no damages / losses occurred.
- 6. Restaurants that form part of the hospitality industry will be given preference to operate at the Namibia Tourism Expo.
- 7. ROAMING EXHIBITORS/ SPONSORSHIPS: The general terms and conditions of participation are also applicable to roaming exhibitors and sponsorship clients even though roaming exhibitors do not occupy a stand.
- 8. First time exhibitors that are suppliers to the hospitality industry are not automatically guaranteed of participation. Preference of participation will be given to Tourism direct exhibits.
- 9. A 50% non-refundable deposit is payable immediately in order to secure your booking request. The balance is payable no later than **MONDAY**, **16 MARCH 2015**. Only full payment will confirm your participation.

- 10. Group participation will be invoiced with a single invoice, no individual / separate invoicing.
- 11. Should the exhibitor withdraw from the exhibition, the organisers shall retain monies paid.
- 12. Should the exhibitor withdraw from the exhibition it is the sole responsibility of the organisers to position a replacement exhibitor in vacant stand.
- 13. An exhibitor shall not be permitted to sublet stands, unless permission has been obtained from the organisers.
- 14. The organisers are unable to guarantee exhibitors the same stand as per the previous year.
- 15. The organisers reserve the right to decline an exhibitor's participation.
- 16. The organisers have the right to initiate the removal of any exhibit/ exhibitor which in its opinion is objectionable.
- 17. It is the responsibility of exhibitors to set up and dress their own exhibition stand.
- 18. The organisers shall not be held liable for any expenses incurred by the exhibitor should the exhibition in an unlikely event have to be cancelled for any reason beyond the control of the organisers.
- 19. The exhibitor accepts all legal costs and other collection fees in the case of stale payments.
- 20. No plastic chairs are permitted unless they are "dressed" with a chair cover, or unless the chair has been authorized by the Expo Organisers.
- 21. Exhibitors who are preparing food / demonstrations on open fires (braai's) or using gas will only be permitted to do so in the allocated exhibition areas provided. Permission must be obtained from the organisers.
- 22. Food preparation & demonstrations: Gas must be used instead of electrical stoves (limited power supply). 3-Phase power points are limited at the venue, therefore exhibitors that require 3-Phase power to present their products will be given first option on a first come, first served basis.
- 23. Food, wine i.e. all beverages may be sold ONLY by relevant exhibitors as determined by the organisers.
- 24. A Liquor license is obtained on behalf of exhibitors by the organisers for the duration of the Namibia Tourism Expo, however exhibitors will be charged additionally for liquor licenses.
- 25. Exhibitors must control own sales; this will not be the responsibility of the organisers.
- 26. All beverage exhibitors that offer tastings will need to comply with the coupon tasting system. The organisers will sell vouchers/coupons at the wine glass selling points. The exhibitor has the right to determine the worth / value of a tastings e.g. One, Two or Three coupons for a tasting. The system will be communicated with such exhibitors.
- 27. The exhibitor undertakes that his exhibition shall be properly completed as per stipulated time
- 28. The exhibitor shall ensure that his business is fully operational, sufficiently staffed and presentable during all exhibition times.
- 29. During the exhibition the exhibitor shall not cause or allow any activity that causes a nuisance to any visitor or fellow exhibitors.
- 30. Although the premises provides a 24-hour security guard service, the exhibitor may arrange additional security at own expense, but in this case may only make use of the official Security Company that is appointed by the Expo Organisers. This must be pre-arranged with the organisers of the Expo.
- 31. The organisers undertake to clean the general exhibition areas, namely the passage areas; however each exhibitor will be responsible for cleaning their own units.
- 32. Exhibitors, Restaurants and food outlets undertake to adhere to the opening and closing times of the Expo and to take care to inform visitors to the stand of the appropriate closing times. No exhibitor will be permitted to "close shop" before closing time of the Namibia Tourism Expo.
- 33. The exhibitor hereby undertakes to adhere strictly to the set-up and breakdown times. No exhibitor shall be permitted to break down an exhibit before Sunday, 14 June 2015 at 08h00.

- 34. The exhibitor shall clean up the unit after the Exhibition and remove all its products no later than Tuesday, 16th June 2015 by 12:00 and shall compensate the organisers for any damages to the unit or to the premises caused by its operations, staff or agents.
- 35. Written comments and photographs may be used for promotional purposes at the discretion of the organisers. Should an exhibitor object to such usage then it should be stated in writing on the booking form.
- 36. The exhibitor undertakes that during the exhibition he will at all times be in possession of whatever current and valid licenses and/or permits that may be required. The exhibitor hereby indemnifies the organisers from any claim and or legal action that may be caused by the exhibitors operations.
- 37. The organisers shall not be responsible for damage or loss caused by nature, fire, or by reason of theft, riot, strike, civil commotion, political upheaval, the State's Enemies, or through any other cause of a similar nature.
- 38. The exhibitor undertakes to defend, indemnify and hold the organisers harmless from and against any or all loss, theft, damage, liability claims, demands, charges and expenses (including attorney's fees) and causes of action of whatsoever nature which the organisers may incur, sustain or be subjected to on account of loss or damage to property and loss of use thereof, or for bodily injury to or death of any person arising out of or in any way connected with the business of the Exhibitor.
- 39. The exhibitor is responsible for all items on their stand, loss or theft or any item from the stand is not the responsibility of the organizers
- 40. In some Outdoor stands, lighting is not available and this is the exhibitor's responsibility to equip the stand.
- 41. Any changes or additions in terms of stand construction or fascia after the deadline will be charged at a minimum N\$500.00 per change (cash payment before changes are made will be required) Deadline for changes 15 May 2015
- 42. No VIP badges are allowed to be printed by any exhibitor.
- 43. In some Outdoor stand, lighting is not available and this is the exhibitor's responsibility to equip the stand.
- 44. In some Outdoor stand, lighting is not available and this is the exhibitor's responsibility to equip the stand.
- 45. Right of admission reserved.



Namibia Tourism Expo

10 - 13 June 2015







Information Pack

Trix Malan	Tel: +264 (0)61 297 2092 Cell: +264 (0)81 356 7610	Email: <u>c. pre</u> ddings sansod
Tira Nangolo	Tel: +264 (0)61 297 2045	Email: <u>tira@dmh.com.na</u>
A CONTRACTOR OF THE STATE OF TH	Cell: +264 (0)81 649 9380	
Michelle le Roux	Tel: +264 (0)61 297 2104	Email: michelle@dmh.com.na
(Operations)	Cell:+264 (0)81 127 4856	

DATE:

10 - 13 JUNE 2015

VENUE:

WINDHOEK SHOW GROUNDS

SHOW TIMES:

TRADE DAY - WEDNESDAY, 10 JUNE 2015 - 15:00 to 22:00

PUBLIC DAYS - THURSDAY, 11 JUNE 2015 - 12:00 to 21:00

FRIDAY, 12 JUNE 2015 - 12:00 to 21:00

SATURDAY, 13 JUNE 2015- 10:00 to 17:00

GATES CLOSE 1 HOUR PRIOR TO EXPO CLOSING TIMES.

EXHIBITOR PARTICIPATION RATES:

INDOOR STANDS: Calculated at N\$ 888.00 per m² (VAT inclusive).

National Tourism bodies, Tourism central booking, and marketing offices please note the Sharing Policy.

OUTDOOR STANDS: On application. Rates vary due to location, size and condition of the site.

VISITORS ENTRANCE - Single entry

Adults: N\$ 50.00

Children: 6 – 12 Years: N\$ 30.00

Children under 6 and Pensioners - Free of charge

Advance ticket sales only available at the standard rates.

MOTOR SHOW PROFILE

- The Motor Show will ONLY provide for <u>Bona Fide New Vehicle Brand Dealers</u> that conform with all the criteria points as numbered 1 to 5.
 - 1. New Vehicles ONLY
 - 2. No Trucks will be permitted unless it is safari type vehicles (no commercial/general transport)
 - 3. Must be able to maintain a factory warranty
 - 4. Must be able to service the vehicle
 - 5. Must be a NEDBANK accredited dealer
 - 6. Pre-owned Dealers & "Grey Imports" will not be permitted
 - 7. Only vehicle types that are used by rental companies should be exhibited.
- Complimenting Accessories e.g. motor vehicle accessories, camping equipment, vehicle fitment
 Complimenting Outdoor Brands may be included for display e.g. motor bikes, quad bikes, boats, caravans, car hire companies
- Show enhancers

VISITORS to the Motor Show will have the benefit of a one–stop–shop, to view different brands simultaneously along with vehicle demonstrations in order to make comparative choices.

DEALERS' RESPONSIBILITY

- Additional lighting to enhance presentation
- Organisation of stand activities
- Any enhancements: e.g. rotating vehicle stand, pot plants etc
- Cleaning of own stand during the Motor Show
- New Vehicle Access Control
- Inform the organisers of any intended upgrades that are planned e.g. planting grass, trimming trees, painting of any areas, etc.
- Please see Terms & Conditions nr. 39. T&C's can be viewed or downloaded on the following websites
 www.republikein.com.na / www.az.com.na / www.sun.com.na / www.oldmutual.com.na

ORGANISERS WILL PROVIDE THE FOLLOWING:

- Extensive coverage by the Namibia Media Holdings (NMH) Group. A Supplement will be published prior to the Expo with detailed information about the event
- 24 hour security ~ Security reserves the right to request proof of ownership for any item on the premises as well as request exhibitor ID. Additional Security can be provided with prior arrangement
- Basic cleaning of the site prior to exhibitor set-up
- The outdoor sites will be open for inspection 2 weeks prior to the opening day of the exhibition
- A platform to showcase brands, launch new models and offer demonstrations to visitors

REGISTRATION & BUILD-UP

EXHIBITORS SET UP / REGISTRATION PROGRAMME

Exhibitor Announcement of Arrival / Enrolment Point: At the Tourism Expo office located in the President's Hall on Monday & Tuesday, 8th & 9th of June 2014 from 08:00 to 17:00.

Vehicle Registration: ONLY vehicle registration will be tended to at the Bell Street gate from 2nd of June 2014.

Late Registration: Strictly by special arrangement ONLY. The Expo office will be located on the ground level of the Presidents Hall and will be open on Wednesday, 10th of June 2014 as from 08:00. Set-up must be completed no later than 11h00 on Wednesday, 10th of June 2014.

BREAKDOWN:

AS FROM SUNDAY MORNING: 08h00 ONLY. Limited Security will be provided during breakdown. The Organisers take no responsibility for items lost or damaged during breakdown.

EXHIBITION TIMES

Entrance Gates close one hour prior to close of Exhibition Times

Trade Day / Invited Guests:

Wednesday, 10 June 2015: 15:00 to 22:00

Public Days:

Thursday, 11 June 2015:

12:00 to 21:00

Friday, 12 June 2015:

12:00 to 21:00

Saturday, 13 June 2015:

10:00 to 19:00

GUIDELINES FOR PARTICIPATION

- The general design and layout of the Expo differs significantly from that of the Windhoek Show
- Nedbank will provide dealers with price boards and car shades
- Nedbank will position branding at dealer stands and no branding of other banks will be allowed
- Grouping the Nedbank / Republikein Motor Show exhibits together offers visitors a comparative selection
- See Criteria / Motor Show Profile
- Participation rates are available on request

COMPLIMENTARY ACCESS VOUCHERS

10 x complimentary access vouchers for the Expo will be issued to each stand for the trade day.

These access vouchers are intended for invitation to exhibitors' clients or potential clients for the trade day ONLY. Additional access vouchers for the trade day and public days are available at the standard access fee of N\$50 per single entry only via Computicket or at the entrance gates.