

VUSUMNOTFO

APPLICATION FORM

1. EXHIBITOR DETAILS

Company Name:

Type of Business:

Size of Business

Small Enterprise

Medium Enterprise

Corporate

Government

Contact Person:

Mobile: Tel:

Email: Website:

Alternative Contact Person:

Mobile: Tel:



Hall	Stand Size	Rates	Benefits	Tick Preferred Location / Category
Ncedze Room	4.2m x 8m (33.6m ²)	E20, 000	<ul style="list-style-type: none"> Table for 10 officials Exclusive branding of room & outside Electricity ports and Airconditioning 	
Jekwa Room	8m x 10.5m (84m ²)	E30, 000	<ul style="list-style-type: none"> Table for 10 officials at dinner Exclusive branding of room & outside Electricity ports and Airconditioning 	
Jolwane Room	7.5m x 11.5m (86 m ²)	E30, 000	<ul style="list-style-type: none"> Table for 10 officials at dinner Exclusive branding of room & outside Electricity ports and Airconditioning 	
Outdoor Gazebo set-up	3m x 6m (18m ²)	E10, 000	<ul style="list-style-type: none"> Table for 5 officials at dinner Exhibition space 	
Behive Huts (Guca Sthandaze)		E10, 000	<ul style="list-style-type: none"> Table for 5 officials at dinner Private exhibition space 	
Vendors	1. Instant Photos 2. Face Painting 3. Mascots 4. Balloon Art	E 200 (on Saturday only)		
	1. Toys,	E 200 (on Saturday only)		
	1. Mobile Kitchen, 2. Ice Cream 3. Go Karts	E 200 (Saturday only, from 9am – 1pm)		
	Fruits, Snacks *excluding drinks and veggies	E150 (from Thursday – Saturday)		

I confirm that I have read, understand, and agree to all the clauses stated on the “General Terms and Conditions”, and Exhibitor Manual.

I hereby request admission to the Vusumnotfo Expo 2022.

Name.....Position.....Signature.....

Application forms should be returned by 15 March 2022 via email or hand delivered:

Email forms to: fesbcsales@gmail.com

FESBC Offices at Y2K Building Manzini office #7

Mavuso Offices (Manzini) or EIPA Headquarters in Mbabane

For enquiries please contact these numbers;

Cell: (+268) 7642 8714



TERMS AND CONDITIONS (VUSUMNOTFO EXPO 2022)

1. Application for Exhibitors

In order to be considered an Exhibitor, an application form must be completed and signed by a legally competent individual and delivered to the VUSUMNOTFO EXPO before the deadline. Mailing or delivering the Application Form to the VUSUMNOTFO EXPO does not constitute a formal agreement that the Exhibitor has been accepted. Contractual Conditions are constituted only after the VUSUMNOTFO EXPO has sent written confirmation of acceptance to the Exhibitor. In case of acceptance, Exhibitors will be bound by all the Terms and Conditions.

The VUSUMNOTFO EXPO reserves the right to refuse any application without giving cause. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation on same.

2. Obligations and Rights of the Exhibitor

Exhibition stands may only be used for exhibiting and advertising the Exhibitor's own products, materials or services as described in the application form. Advertising materials may be distributed only within the confines of the exhibition arena. Partial or complete subleasing or otherwise relinquishing of a stand to a third party, as well as private agreements for switching booths or floor space between two exhibitors is prohibited. The VUSUMNOTFO EXPO reserves the right to enter any stand at any time. Booths need to be fully manned during exhibition hours (09:00hrs – 17:00hrs). It is strictly forbidden for companies, which are not exhibitors, to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

3. Obligations and Rights of the VUSUMNOTFO EXPO

The VUSUMNOTFO EXPO reserves the right to revise the time and location of the exhibition or to shorten the duration of the exhibition. Any change regarding the time and duration of the exhibition does not entitle the exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim for damages incurred by these changes.

4. Liability Insurance

Equipment and all related display materials installed by exhibitors are used at the exhibitor's own risk and shall not insured by the VUSUMNOTFO



EXPO. The VUSUMNOTFO EXPO shall not be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The Exhibitor agrees to be responsible for their property and personnel, and for the property and personnel and for any third party who may visit his space to be covered by full and comprehensive insurance.

5. Set-up of exhibition booths

Before setting up their stands / displays / installations, Exhibitors must first contact the VUSUMNOTFO EXPO to confirm placement of their booth as well as any special regulations and or instructions. Exhibition stands are of an out-door set-up unless the exhibitor has procured an exhibition hall or the hut. For any variation from this norm, specific permission must be obtained in advance from the VUSUMNOTFO EXPO. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to any additional rented objects/facilities.

Stands must be set up and completed during the timeframe designated. The dates 21st -23rd March 2022 are designated for setting up exhibition stands. All delivery vehicles will only be allowed during this period thereafter only accredited exhibitor vehicles will be allowed within the exhibition premises, as per the rules on movement of vehicles set up in this contract. Outdoor exhibition stands must be complete before the start time of the exhibition in each day.

Exhibitors must avoid obstructing the view of or access to neighbouring stands. Special care must be taken to avoid the use of lights or spotlights that may inconvenience visitors or neighbouring stands.

6. Safety

No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the stand's area or walls, unless approved by the VUSUMNOTFO EXPO as a custom built stand design. Prior to use, written proof of this fact must be presented to the VUSUMNOTFO EXPO. National safety standards, Police regulations, fire regulations and other official regulations must be observed at all times, including during the construction and dismantling of the exhibits.

7. Electrical installations/power consumption

Electrical installations within the stands are at the Exhibitor's expense; however, such installations may only be carried out by an electrician accredited by an authorised body in Swaziland. The VUSUMNOTFO EXPO is not responsible for any loss or damage, which may occur from interruptions or defects in the electric power supply.



8. Dismantling of booths

The Exhibitor must dismantle the stands within the allotted time and return hired furnishings on time. Upon leaving, the Exhibitor must clear the booth area. Stored materials, empty containers and packing materials must be disposed of. Items for which the Exhibitor has made no arrangements regarding removal and storage at his/her cost, and which are left behind become the property of the VUSUMNOTFO EXPO, and no reimbursement will be made for such items. The VUSUMNOTFO EXPO may demand that Exhibitors restore the exhibition area to the original condition at the Exhibitor's expense. If the Exhibitor does not dismantle and clear away their exhibit in a timely manner, these items will be removed by the VUSUMNOTFO EXPO at the Exhibitor's cost.

9. Outdoor Branding

Exhibitors have the right to fully brand their allocated exhibition space. In a bid to control overcrowding of banners and advertising material, no branding shall be permitted without the prior written approval. Exhibitors that wish to place exterior branding must get consent from the VUSUMNOTFO EXPO office. Special preference shall be afforded to sponsors and partners of the VUSUMNOTFO EXPO. Anchor sponsors have exclusive rights to brand the conference hall (inside and outside) on their given day.

10. Dinner Ceremony

All exhibitors are expected to attend the dinner ceremony, which has been set for the 23rd March 2022. After having paid for the exhibition, exhibitors will have a set table for ten (10) or (5) officials during the dinner event. There will be no exhibition on this day.

11. Conferences

Exhibitors shall be allowed to attend any of the conferences at any time. The conferences will only be branded by an anchor sponsor for that conference, and they will have an exhibition stand within the conference hall on that day. Conferences are open to the private and public audience since discussion topics are of national and economic interest. The conferences will be on the 24th and 25th March 2022 from 08:30am to 04:30pm.

12. Parking

During the VUSUMNOTFO EXPO, there will be no vehicles allowed to park within the exhibition compound. Only accredited vehicles shall be allowed within the premises, for delivery and services only.

