



Information sheet

Venue: Safari Hotel and Conference Centre
EXPO dates: 27 & 28 May 2010

EXPO times:

Thursday, 27 May 2010 10:00 – 18:00
Friday, 28 May 2010 09:00 – 20:00

Exhibitors may enter the hall as from one hour prior to the EXPO opening times.
Entrance gates will close one hour prior to the close of the EXPO times.

EXPO objectives:

With this EXPO the Chamber of Mines would like to achieve the following objectives:

- showcase the Namibian mining industry
- showcase and discuss industry contributions to the Namibian economy/society
- learn from experiences of mining leaders and meet industry experts
- learn about the latest technology and developments in mining in Namibia
- present and promote career opportunities in the mining industry
- network and engage with stakeholders

The primary target markets for this exhibition are the Namibian Government, local and international mining companies, career seekers, career offices (at schools and mining HR representatives), public, investors and interest groups.

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.

Exhibitor profiles:

The EXPO is open to all in the mining industry, as well as representatives who extensively supply to the mining industry. A company profile indicating the nature of business must accompany the booking form. Where a business is not obviously mining related, the organisers may request an additional motivation of participation. This will be duly considered and the final decision for participation is at the discretion of the EXPO organisers.

General:

- Selling of conflicting, offensive or non-related products will not be permitted at stands
- Exhibitors will not be permitted to carry out activities or advertise their business in a manner that may impose on or disturb fellow exhibitors
- Brand Exclusivity: The Namibian Mining EXPO does not guarantee brand exclusivity to any of its exhibitors, excluding areas where brand exclusivity has been guaranteed
- The organisers reserve the right to decline an exhibitor's participation
- Payment deadlines for stands are not negotiable and must be strictly observed
- No refunds will be issued in the event of cancellations

DATES & TIMES

Exhibitors' set-up / registration

- Registration: A registration point will be set up at the entrance on Tuesday, 25 May and Wednesday, 26 May 2010 from 07:00.
- Late registration - Strictly by special arrangement with the Organisers.
- Exhibitors, who do not comply with the above terms of participation, will be treated as "No Shows" and stands will be given away.

Breakdown: Exhibitors can break down their stands as from 20:00 on Friday, 28 May 2010.

Stand rates, payment deadlines:

Mining Expo 2010 Floor Space Fees:

- Standard Floor Space N\$ 700 m² (Chamber of Mines Members)
- Standard Floor Space N\$ 735 m² (Non-Members)
- Standard Floor Space U\$ 200 m² (Non-Namibian companies, not operating in Namibia)

All prices exclude VAT

Smallest units available are 3x3 = 9 m²

Prices are per square meter and should therefore be multiplied by the unit you choose

Stands may not be divided into smaller units.

Payment deadline is **Friday, 14 May 2010**. No refunds will be given for cancelled stands.

Banking details:

The Chamber of Mines of Namibia

FNB

Branch name: Windhoek Commercial Suite

Branch code: 280-172

Account number: 55507527453

Cheque account

Please ensure that your company name appears on the deposit slip. Proof of payment is required per fax (061 – 222638) or email (dmeyer@chamberofmines.org.na).

Exhibition stands

A basic stand comprises and includes the following:

1 plug point per stand

1 x table

2 x chairs

Custom built stands / shell schemes

Should exhibitors wish to purchase individual panels, contact one of the following suppliers:

- **EXPO STUDIO NAMIBIA:** Eddie Stevens, expostud@mweb.com.na / <http://expostudionam.com> / Tel: +264 81 128 7038
- **PRODUCTIONS & PROMOTIONS UNLIMITED:** Dorris Chakamanga. Tel: +264 64 407171 Fax: 088614136 / Cell: +264-81-3255595 / E-Mail: dorris@ppunlimited.com / www.ppunlimited.com
- **THE SIGN SHOP:** André Bok, sales@thesignshop.com.na / www.thesignshop.com.na / Tel: +264 61 225 123
- **RETIEF SALES PROMOTION:** Francois Retief, info@shop-expo.com / www.shop-expo.com / Tel: +264 61 218 610

Furniture suppliers/rentals:

Exhibitors must provide their own furniture or order directly from the list of suppliers.

- **EXPO STUDIO NAMIBIA:** Eddie Stevens, expostud@mweb.com.na / <http://expostudionam.com> / Tel: +264 81 128 7038
- **CATER HIRE PARTY PLUS:** caterhire@mweb.com.na / Tel: +264 61 266 201 / Fax: +264 61 255 953
- **ADVENTURE CAMPING HIRE / RENT-A-SHADE:** adventure@iway.na / Tel: +264 61 228 779 / Fax: +264 61

Plant rental:

- **RENT-A-GARDEN:** Plant rentals and/or landscaping at your stand: Ingo Steidler, Cell: +264 81 122 7772 / rent-a-garden@iway.na
- **GREENLEAF:** Plant rentals at your stand: Elsa de Waal, Cell: +264 81 128 0134 / edw@iway.na

Exhibition access control:

Stand size	Max access allocation
9m ² stands	2 people
18m ² stands	4 people
27m ² stands	6 people

The registration for exhibitors and co-exhibitors includes the following items:

- Published basic information about the exhibitor
- 5 assembly identification cards
- exhibitors identification cards – depending on stand size above
- 5 free admission tickets for business partners

Extras not included in stand rates:

- Shell schemes
- Furniture rental – refer to list of separate suppliers
- Built stands – refer to list of separate suppliers
- Any customised alterations to the stand
- Work permits
- Additional exhibitor access, over and above the standard allocation
- Plumbing, i.e. water connections, additional electrical requirements are not included (auxiliary services)
- Communicate all auxiliary services to the organisers well in advance.

Complimentary parking

Limited exclusive parking for exhibitors will be provided.

Judging of exhibition stands:

On request, the judging categories and criteria will be forwarded to participants at a later date.

Security:

The Organisers will provide general security. Security reserves the right to request exhibitors' identification cards. Should an exhibitor require additional security services, please arrange with the organisers. This will be for your own account. No other security company allowed.

Career day:

A career day for secondary school learners will form part of the EXPO on Friday, 28 May 2010. Please ensure that you have some brochures, flyers, or other relevant information available for the learners who will be passing through the venue on the day, and that employee(s) who are able to answer career related questions, manage the stand.

Further terms and conditions

- The exhibitor undertakes to respect the allocation of exhibit space even if the EXPO Organisers can decide to change the location of a stall and will inform the exhibitor of this fact immediately.

Obligations of the Exhibitors

- Exhibitors may assemble their stalls only in the period specified by the EXPO Organisers.
- Exhibitors are obliged to observe the times for entrance to and departure from the exhibition area. Exhibitors cannot dismantle their stands before the end of the exhibition.
- Carry identification cards with you at all times.
- The exhibitor is authorised to promote his products only at his own exhibit. Posters, advertising signs and other promotional material may be located at sites designated by the EXPO Organisers for special charges. Exhibitors must not disturb or restrict neighbouring exhibitors in their presentations. Sound equipment operation must be agreed on with the EXPO Organisers (time and volume).
- Exhibitors are responsible for all equipment borrowed and are obliged to return it undamaged after the event.
- If exhibitors damage or pollute exhibit spaces, the exposition complex or equipment borrowed, they are obliged to pay for damaged caused in full.

Rights of the Exhibitor

- An exhibitor has the right to order the construction of a stall, and other services associated with fitting a stall, at any relevant company. An exhibitor has the right to use his own stall and fittings.
- Exhibitors have the right to insure their exhibit. The EXPO Organisers will provide general night security of the exhibition area. In the event of theft of exhibit material the exhibitor is obliged to report this fact to the police, compensation for damages is only possible through an insurance company. We recommend taking out insurance for your exhibits, exhibit equipment, merchandise and material exhibited in advance with your insurance company. The exhibitor has the opportunity to order additional security services at their own cost.

Cancellation of space rental

- The cancellation of approved application postmarked 30 days before the event-opening day shall be granted a refund less a cancellation fee of 50% of the total invoice amount.
- No refund for cancellations 15 days before the event-opening day.

Cancellation and Postponement of the Exhibition

The Organisation reserves the right to change the dates and / or the venue of the exhibition or to cancel the entire event if the opening or running of the exhibition is prevented by reason of natural disasters, strikes or any other cause outside control of the Organisers. In such event, the Organisers will not be responsible for the refuse of the space booking charge nor liable for damages.

Restrictions

Exhibitors may not hire allocated space to any third parties. This excludes exhibitors organising joint participation of several exhibitors. Please specify this in your registration.

Closing provisions

Exhibitors must immediately exercise claims after discovering liabilities otherwise they cannot be reclaimed. All claims from exhibitors cease to exist after 2 months since the end of the exhibition.