

**ZAMBIA INTERNATIONAL TRADE FAIR 2018**  
**DATES: WEDNESDAY, 27<sup>TH</sup> JUNE – TUESDAY, 3<sup>TH</sup> JULY 2018**  
**THEME: “PRIVATE SECTOR KEY TO INDUSTRIALISATION”**

**Exhibition Registration Form**

*\*For more information, contact the General Manager +260 212 651514/5. You can email us on marketing@zitf.org.zm.\**

**Contact Information**

Company Name: .....

Contact Person: .....

Physical Address: .....

Email Address: ..... Country.....

Telephone (Work): ..... Mobile: .....

Description of Goods: .....

**HALLS AND BOOTH TYPE OPTION**

*(Please tick where appropriate)*

<input type="checkbox"/> <b>International Hall</b> Price: k 17 250 Description: International corporate entities <ul style="list-style-type: none"> <li>• Partitioned walls (2.5m high)</li> <li>• 1 black fascia with company name and stand # in Vinyl</li> <li>• 2 spotlights (150W)</li> <li>• 1 electric power outlet</li> <li>• 1 Table and 2 chair</li> </ul>	<input type="checkbox"/> <b>Kelvin Mlenga Hall</b> Price: k15 000 Description: Local and international corporate <ul style="list-style-type: none"> <li>• Partitioned walls (2.5m high)</li> <li>• 1 black fascia with company name and stand # in Vinyl</li> <li>• 2 spotlights (150W)</li> <li>• 1 electric power outlet</li> <li>• 1 Table and 2 chair</li> </ul>
<input type="checkbox"/> <b>Stand Alone Pavilion</b> Price: Range from K20, 000 – K60, 000 Description: Corporate entities.	<input type="checkbox"/> <b>Levy Mwanawasa</b> Price: K11,000.00 Description: Colleges, Universities & Learning institutions among others.
<input type="checkbox"/> <b>Traders Hall locals only</b> Price: K3,500.00 Description: Various merchandise/Traders	<input type="checkbox"/> <b>Non-Equipped space-open Area (outdoor area)</b> Price: K300.00 Per Sqm (Basic Guide) Minimum open space (2m x 2m)= 4m <sup>2</sup> Maximum opens pace (50m x 50m)= 250m <sup>2</sup>

**N.B:** Full payment must be paid by 31st March 2018.

**Payment for stand space can be done direct using the following bank details:**

**Banker's Name:** Zambia National Commercial Bank

**Branch:** Industrial Branch, Ndola, Zambia

**Account Name:** Zambia International Trade Fair

**Account Number:** 0412020300158

**Swift Code:** ZNCOZMLU

**PLEASE NOTE:** PAYMENT SHOULD ONLY BE MADE AFTER A STAND IS ALLOCATED TO YOU!!

Please return the form to P.O. Box 71058, Ndola, Zambia or alternatively fax it to +260 2 651704. You can also email us at [marketing@zitf.org.zm](mailto:marketing@zitf.org.zm) / Telephone number: +260 2 651514/ 5 Mobile: +260 966 651514

**Advertising in the Official Catalogue**

Cover page outside back..... K 10,000.00  
 Cover page inside back..... K 7,000.00  
 Cover page inside front ..... K 10,000.00  
 Full Page ..... K 6,500.00  
 Half Page..... K 6,000.00

## JUDGING AT THE SHOW

Kindly indicate whether you would like to participate in the 2018 Trade Fair Judging Competition: (*Tick where appropriate*)  Yes  No If yes complete Part B.

### Part B

#### REGISTRATION IN THE JUDGING COMPETITION

Apart from the category of International Exhibitors for which three prizes will be awarded, a first and second prize will be awarded in each of the under mentioned categories. Should you wish your stand to be judged, kindly indicate the category/ categories by a tick in the column on the right. Please note that entrants shall be eligible to compete in **NOT MORE THAN TWO CATEGORIES**

		TICK HERE
1.	Best International Exhibit( This is Automatic entry for all <b>International</b> companies)	
2.	Best Exhibit – Utilities Companies	
3.	Best Exhibit – Mining Industry	
4.	Best Exhibit – Exporters	
5.	Best Exhibit – Stationery and Publishing	
6.	Best Exhibit – Business Support Services	
7.	Best Exhibit – Non-Banking Financial Institution	
8.	Best Exhibit – Banking Institutions	
9.	Best Exhibit – Most Innovative Private Sector Enterprise	
10.	Best Exhibit – Most Innovative Public Sector Enterprise	
11.	Best Exhibit – Agriculture	
12.	Best Exhibit – Transport Services and Allied Industry	
13.	Best Exhibit – Hospitality and Tourism	
14.	Best Exhibit – Information and Communications Technology	
15.	Best Exhibit – Social Security Schemes	
16.	Best Exhibit – Manufacturing and Value Addition	
17.	Best Exhibit – News and Advertising	
18.	Best Exhibit – Training Services Provider	
19.	Best Exhibit – Regulatory Organisation	
20.	Best Exhibit – Government Ministry / Department	
21.	Best Exhibit – Emerging SME – Finance	
22.	Best Exhibit – Emerging SME – Agriculture	
23.	Best Exhibit – Emerging SME – Manufacturing	
24.	Best Exhibit – Emerging SME – Innovation	

Signature.....

Date.....

Please note that all judging forms should be emailed to [annettechalema@yahoo.com](mailto:annettechalema@yahoo.com) and copied to [marketing@zif.org.zm](mailto:marketing@zif.org.zm)

GENERAL INFORMATION, RULES AND REGULATIONS

**1. INTRODUCTION**

These guidelines become a part of the contract between the exhibitor and Zambia International Trade Fair Limited before, during and after the exhibits program. Institutes, organisations and associations agree to abide by these guidelines when accepting space assignments at the Trade Fair.

**2. APPLICATION FOR PARTICIPATION**

**2.1.1** All applications should reach the General Manager by 31<sup>th</sup> March each year. The Management of the Fair reserves the right to accept or reject any application.

**2.1.2** All successful applicants should pay for the space/stands in full 3 months before the start of the Trade Fair each year.

**2.1.3** All documentation in form of Purchase Orders will be considered as legal tender and is therefore legally binding. Should an exhibitor withdraw from participating after presenting us with a Purchase Order or LPO before the start of the Trade Fair they shall be required to pay the full participation fee depending on their selected exhibition space.

**2.1.4 Monies paid to ZITF in respect of space rental and other charges regarding the exhibition, may be refunded as follows:**

- Application received not later than 60 days before the opening the exhibition: 75% of the amount involved will be refunded.
- Applications received between 30 to 60 days before the opening of the exhibition: 50% of the amount involved will be refunded
- **No application for refund will be allowed by ZITF if received later than 30 days before the exhibition opens**
- **10% interest will charged on late participation fees.**

**2.1.5** In the event of exhibition not taking place for any reason, except the willful wrongful act or omission of the organizers, the exhibitor shall be entitled to a refund of the participation fees paid.

**3. No Show Policy – IMPORTANT**

The Exhibitor will forfeit space not occupied by the close of the exhibit set-up period. ZITF reserves the right to re-issue unoccupied exhibit space as it sees fit. Furthermore, exhibition spaces not ready for exhibition by the date stipulated/specified by the management of the Trade Fair will attract a penalty fee Of 20% of the participation fee.

**4. SUBLETTING**

Subletting of stand is not allowed without the prior consent of the Fair Management.

## **5. ERECTION AND DISMANTLING**

Stands must be of an acceptable standard. The Management may order that a stand be dismantled if the structure mars the general layout and outlook of the exhibition and compensation will be made for construction expenses in such cases. Temporary stands must be dismantled and removed within one month after close of exhibition. Thereafter, the Management reserves the right to dismantle the stand and confiscate the material.

### **a. Completion time**

Constructions of stands must be completed, at the very latest, one week before the opening of the exhibition.

### **b. Decorations/Insurance**

Stands must be decorated and the premises kept clean, both inside and outside, throughout the duration of the exhibition.

Exhibitors owning permanent stands must ensure that these are under good repair throughout the year. Insurance cover against loss or damage of such property is recommended, as the Trade Fair Management is not liable for any loss or damage. In no circumstance shall any exhibitors have or permit naked lights, explosives or articles of dangerous inflammable objects. The stands must conform to bye-laws including fire precautions.

### **c. Trade Fair Property**

Persons causing damage to Trade Fair property shall be called upon to compensate for losses arising from such damage.

### **d. Inventory**

Exhibitors shall sign for the inventory of electrical, plumbing and other fittings in the stand(s) prior to occupation and when vacating the stand(s). Any loss or damage shall be made good by the exhibitor concerned.

## **6. DISPLAY OF PRODUCTS**

### **6.1.1 Secondhand Goods/Vending**

Vending in the streets of the Fair is not allowed except in designated places ONLY.

### **6.1.2 Removal of exhibits**

Exhibits shall not be removed from stands till close of the exhibition. Where these have been sold, delivery shall only be effected after the exhibition is over.

### 6.1.3 Restricted Display

Material or publications which contravene the laws of the Republic of Zambia are not allowed on the Fair premises. Exhibitors and visitors and their staff are expected to avoid any conduct or activities, which are conducive to disorder.

Failure to comply with these requirements will lead to the expulsion of the exhibitor/visitor, and further entry will not be allowed.

## 7. OPENING HOURS

**8.1.1** The Fair is open from 09.00 to 18.00 hours daily.

**8.1.2** No vehicles are allowed within the Fair Grounds from time of opening to closing. Vehicles delivering replenishment stock must do so between 05.00 to 07.00 hours and 18.00 to 21.00 hours.

**\*Please note that you will not be allowed in the exhibition area without your original receipt of payment. The inspectors will not permit anyone to exhibit without an original receipt or a letter from Management.**

I hereby promise to adhere to the above stipulated rules and regulations.

Name:.....

Organisation:.....

Signature:.....

Date.....