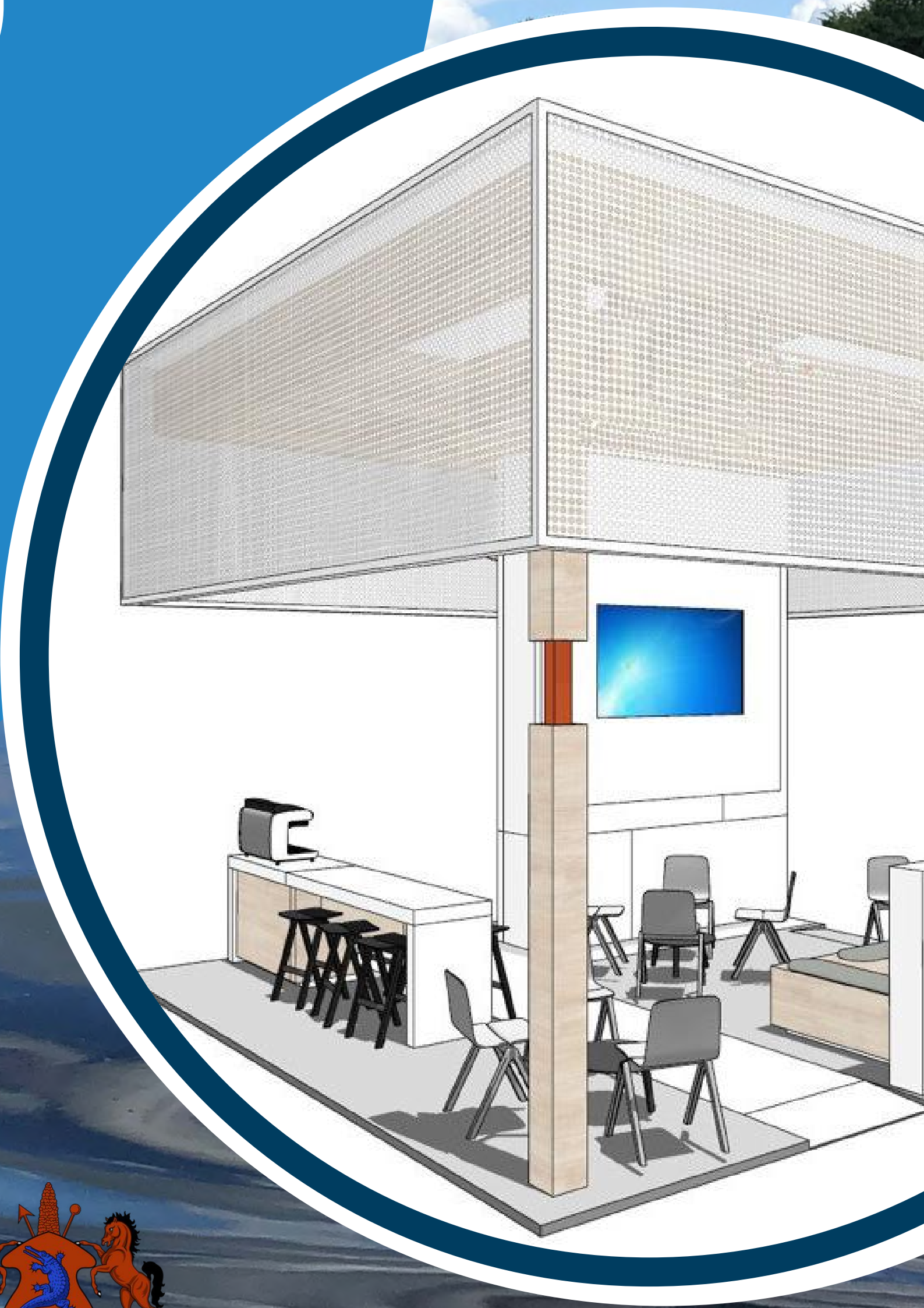


# EXHIBITOR MANUAL

## 6TH SADC GROUNDWATER CONFERENCE

**THEME:** PROMOTING PEACE THROUGH CONJUNCTIVE WATER RESOURCES MANAGEMENT

 **LOCATION: MASERU, LESOTHO**  
**13 – 15 NOVEMBER 2024**



## INTRODUCTION

This manual has been developed to equip our esteemed Exhibitor with essential information regarding the 6th SADC Groundwater Conference Exhibition Centre. To ensure a smooth and successful exhibiting experience, we kindly urge you to review this manual carefully and acquaint yourself with the necessary exhibition guidelines and protocols.

## EXHIBITION OPTIONS

For the exhibition space, conference organizers have decided to provide equal-sized booths for every Exhibitor. The size of the booths will be (3m x 2m); the booth will have one table, two chairs, a brochure stand, Fascia Name – White lettering Fascia Name, 1X Spotlight, and 1 x Plug point.

## THE EXHIBITOR BOOTH (3M X2M) INCLUDES THE FOLLOWING

- Shell scheme.
- Fascia Name – White lettering.
- 1 x Spot lights and 1 x Plug point.
- 2 chairs and 1 table
- Daily cleaning service and general venue security.
- The exhibiting organization's logo & brief description (50 words) will be placed on the Conference program.
- All tea and coffee sessions will take place in the exhibition venue to encourage delegates to visit the exhibition each day.
- Cocktail/Welcoming Function, Wednesday, 13 November evening,
- Gala Dinner, Thursday, 14 November
- Tea/Coffee sessions and lunch on Wednesday, Thursday, and Friday

## EXCLUSIONS

- Multiplugs and extension cords
- Additional electrical requirements
- Audio Visual Equipment
- Double-side-tape to attach promotional material to the display boards
- Plants, décor and additional exhibition staff.
- Extra branding – Pull Up and Wall banners

## BOOTH PRICE AND EXHIBITOR STAFF PASS

Each booth costs R15000.00, the cost includes registration of one delegate to man the booth for the duration of the Conference. Additional delegates to man the booth can be registered at a normal registration fee of R3500.00 . In that case, the registration of 1 or 2 delegates respectively will be included in the sponsorship package.

## CONFERENCE VENUE EXHIBITION RULES

- Maximum height of stand: three meters
- No hot works to take place in the exhibition room
- No electrical sawing grinding to take place in the exhibition room

## EXHIBITION CONTRACTOR

We have appointed the service provider to build all booths. The service provider will also assist exhibitors with additional services: Furniture hire, Plant hire, Portable display systems, Stand installation service, Frames, Shelving, etc. Details of the service provider will be provided shortly.

Please note that the 3m X 2m booth includes only the items listed under the booth option. All additional services and items requested by the Exhibitor will be extra, and the service provider will invoice the Exhibitor for the extras.

## DISPLAY MATERIAL

- 1.No display material may be attached to or placed up against the venue walls. All exhibition items must be free-standing and may not be supported by the venue walls.
- 2.Exhibitors may use free-standing banners as well as posters that can be attached directly to the booth walls on their stands.
- 3.The posters that are to be attached to the panels must be made of lightweight material/paper and can be attached to the panels using double-sided tape. The Exhibitor must supply their own tape. These posters must have a portrait layout (max length 2.5 m x max width 90 cm).
- 4.Booths must be kept clean at All times. Arrangements must be made beforehand with the hotel to store large boxes prior to the Conference. SADC-GMI will provide the details of the hotel.
- 5.The organizer reserves the right to request the Exhibitor to remove their display if they do not comply with the regulations and terms and conditions of the Conference and venue.

## ACTIVITIES AT THE EXHIBITS

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The Organising Committee and the organizer cannot be held responsible for loss or damage to exhibitor property. Exhibitors may only distribute promotional material/literature at their booth.

- Exhibitors will be responsible for the security of their booth during the Conference.
- In their interest, exhibitors should arrange for representatives of their organizations to be present at the exhibition during the entire Conference.
- It is essential that your exhibition be manned during the lunch and refreshment breaks.

## ELECTRICITY SUPPLY AND INSTALLATION

The appointed service provider holds the exclusive role of the Conference's official exhibition contractor and certified electrician. Working in close partnership with the hotel/venue personnel, the service provider is the sole entity authorized to perform any electrical work and installations within the exhibition space. We encourage you to promptly contact the event organizers if you encounter any electrical issues or require additional power supply during the setup process or throughout the event. This will ensure that the designated electrician is dispatched to address your needs efficiently.

**Exhibitor Booths:** If you have additional electrical requirements over and above what is included in your booth rental, please contact the Conference Organizers to make arrangements before the Conference.

Please do not tamper with the wiring/electrical equipment.

### CLEANING

The cleaning staff will ensure that the exhibition space is cleaned each day.

## IMPORTANT DATES TO REMEMBER

30 September 2024

Deadline to submit exhibition form

15 October 2024

payment deadline to confirm the exhibition space

12 November 2024

10 am - 2 pm

Booths build up

12 November 2024

12 pm - 07 pm

Registration opens at the venue

15 November 2024

2 pm - 3 pm

All display material must be removed from the booths

15 November 2024

From 3 pm

Strike down of the booths by the service provider

## LIABILITY

The Sponsors and Organizers shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the Exhibitor, his employees, servants, customers, clients, or visitors or to any of his property because of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organizer or any other person whomsoever.

Without in any way detracting from the generality of the foregoing, the organizer shall not be held responsible for any loss that the Exhibitor and/or any other person(s) may suffer through theft, burglary, or damage from any cause whatsoever.

## EXHIBITION OPEN TIMES

*Exhibits will be open for Delegates for delegates viewing at the following times:*

Tuesday	4:30 pm - 7 pm
Wednesday	8 am - 5 pm
Thursday	8 am - 5 pm
Friday	8 am - 1 pm

Thokozani Dlamini -  
SADC-GMI Communication and Knowledge Management Specialist

+27 27 12 0504 19

+27 62 425 3942

[thokozani@sadc-gmi.org](mailto:thokozani@sadc-gmi.org)

[www.sadc-gmi.org](http://www.sadc-gmi.org)

**FOR MORE INFORMATION  
CONTACT THE ORGANIZERS:**

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