



BUSINESSBOTSWANA

NORTHERN TRADE FAIR 2023

REGISTRATION FORM

24th - 28th May 2023

1. COMPANY/ORGANISATION

Exhibitor			
Contact Person:		Position:	
Address:		Email:	
Telephone:		Fax:	

2. EXHIBITOR CATEGORY

We wish to participate in the BBNTF 2023 in the following category : **(TICK 1 ONLY):**

Agriculture	<input type="checkbox"/>	Banking & Finance	<input type="checkbox"/>	Business Services	<input type="checkbox"/>	Government	<input type="checkbox"/>	Education	<input type="checkbox"/>
ICT	<input type="checkbox"/>	Hotel & Catering	<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Parastatal	<input type="checkbox"/>	Textile/Footwear	<input type="checkbox"/>
Mining	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

3. EXHIBITOR FEES

Booking Type	Scope	Fee exc. VAT	Qty
Hall	3m X 3m	P11, 450.00	
Total			
Marquee	3m X 3m	P8 492.00	
Total			
Paved Open Space (with/without Electricity)	Min. 12 m2	P325.00 per m2	
Total			
Unpaved Open Space (with/without Electricity)	Min. 12 m2	P216.00 per m2	
Total			
Small Bus. Exterior	Fixed - 9m2	P2,200 per stall	
Total			
External Caterers Entrance Fee (5 days)	Per Caterer	P1,200.00	

STALL/BOOTH ALLOCATION

Booking Type	Specify Location as per Floor Plan (Cross out N/A)	Append Signature
Hall 1 North Stalls	HN:	
Hall 2 South Stalls	HS:	
Marquee Stalls	M:	
Paved	P:	
Small Business Stalls	SB:	

4. EXHIBITION BROCHURE ADVERT RATES

Description	Fee excl VAT	Qty	Total
Full Page	P12,320		
Half Page	P7, 280		
Quarter page	P3, 8 08		
Twelfth ***	P392,00		
Outside Back Cover	P12, 544		
Inside Back Cover	P13, 440		
Inside Front Cover	P14, 000		
Centre Spread	P20, 720.00		

OTHER ACTIVITIES

Description	Fee excl VAT	Qty	Total
Five- a -side football tournament	P1 200		
Golf tournament	P4 500		
Prize Giving Dinner	P600		

Activity	Amount	Qty
Car pass/ day	P20	
Exhibitor tag/ day		

Total	
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5. TERMS & CONDITIONS

- 5.1. The partitioned stalls in the halls and marquee include standard electrical outlets at no additional cost.
- 5.2. Bookings of stalls will be strictly on first come, first served basis.
- 5.3. Stalls will ONLY be reserved with a Purchase order / GPO .
- 5.4. Confirmation shall be in the form of full payment or a duly signed & stamped purchase order.
- 5.5. Cancellation for purchased stalls should be done 30 days prior to the event, failure to cancel within 30 days will result in no refund. If confirmation was done with a purchase order, the full amount will become due immediately.
- 5.6. Cancellations/Refunds: All cancellations must be submitted in writing 30 days prior to the event. Failure to cancel within 30 days will result in no refund.
- 5.7. In the event of natural disaster, fire, rain, wind, storm or any other unforeseen event or catastrophe, Business Botswana shall not be obliged to refund any part of Exhibition Fee or other monies. All refunds are at the discretion of Business Botswana.
- 5.8. Exclusions from Exhibition Fee: The Exhibition Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional material and any other incidental costs.
- 5.9. Responsibility: It is the Exhibitor's responsibility to educate attendees about the industry/product/service they represent in the most positive, competent, articulate and professional manner possible. Business casual attire is appropriate (we recommend wearing comfortable shoes).
- 5.10. Not Permitted: Alcohol, illegal drugs, smoking, disruptive and/or disrespectful behaviour are prohibited.
- 5.11. Arrangement of displays: The Exhibitor is required to arrange his/her/its displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the stall/booth assigned to each exhibitor. Exhibit personnel may not stand in the aisles or hand out

materials, flyers or bags in the aisles of the Expo and must do so only within the allocated stall/booth area.

- 5.12. Exhibitor responsible for own property: The property of the Exhibitor is deemed to be under his/her/its custody, control and oversight at all times, including in transit to and from the BBNTF and within the confines of their stall/booth. The stall/booth, materials, displays and equipment should not be left unattended at any time. The Exhibitor is wholly responsible for the security of his/her/its materials during set up, BBNTF hours and pack out/dismantling.
- 5.13. Liability: The Organiser accepts no responsibility whatsoever for any loss of or damage to or theft of property (including materials, displays and equipment) belonging to the Exhibitor.

5.14. Set-up: Set-up is from Tuesday 23rd May 2023 at 9:00am until at 18 00 hrs at your chosen stall/booth. If you need to set up before this day , please contact the organisers . Stalls/Booths must be fully set-up and manned by 18.00pm. If the Exhibitor does not arrive (or arrange with Business Botswana) by 1500 hrs on the 23rd May 2023 the stall/booth space(s) will be given to a wait-listed exhibitor and the Exhibitor will not receive a refund, unless prior arrangements have been made with Business Botswana. The Exhibitor must take care when installing/dismantling equipment and stand as not to cause damage to the Venue walls, floor and booths, including all panels, fascia and lighting.

5.15. Dismantling: stall/booth dismantle shall not occur before 13 00 hrs on the 28th May 2023; exhibitors must fully comply with this condition. Failure to comply will result in a penalty fee equal to 50% of stall fee.

5.16. Exhibitor to indemnify: By completing and submitting the Exhibitor Application Form, the Exhibitor agrees to indemnify and hold harmless Business Botswana and the Venue from all claims, demands, damages, and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party.

5.17. Business Botswana does not insure: Neither the Business Botswana nor the Venue provides insurance for the benefit of exhibitors. Exhibitors who wish to carry insurance on their property or for any other purpose must do so at their own expense.

5.18. **ACCEPTANCE:** The Exhibitor has read the terms and conditions and understands that this agreement is legally binding between Business Botswana and the Exhibitor.

COMPANY REPRESENTATIVE:

I confirm that I am fully authorised to sign on behalf of the company/organisation and that I have fully read and understood the terms and conditions outlined in this booking form.

Full Name: _____ Signature: _____ Date: _____

Company Stamp:



Witnesses:

Full Name: _____ Signature: _____ Date: _____

Full Name: _____ Signature: _____ Date: _____