

General business & exhibition terms KF 2020:

KARIBU-KILIFAIR is East Africa's largest Tourism fair, promotion & representing tourism related companies based in Tanzania Mainland, Zanzibar, East-Africa and Abroad. The fair has the character of a business networking event for the East African tourism industry, in combination with a community fair and 3 days entertainment to attract local people, families & expats.

Venue: Friedkin Recreation Center (TGT grounds), Arusha – Tanzania (35,000 m² fairground)

Date: Friday, June 5th to Sunday, June 7th, 2020

► **ACCOMMODATION**

An updated list of recommended hotels & lodges in the greater area of Arusha is available on www.kilifair.com or in our "General information" sheet.

► **ADMISSION & OPENING HOURS**

Each exhibitor is entitled to receive 4 **exhibitor passes & non-transferable wristbands** for a FULL space tent, 3 exhibitor passes for a HALF and 2 passes for QUARTER or Arts & Crafts stands. Additional exhibitor passes can be purchased for TSH 25,000 each at any cashier or at the exhibitor counter.

OPENING TIMES FOR PUBLIC

Friday, June 5th 10:00 to 18:00

Saturday, June 6th 10:00 to 18:00

Sunday, June 7th 10:00 to 17:00

Exhibitors are allowed to enter the fair from 9am to 18:30 daily.

► **ADVERTISING & MARKETING**

The **KARIBU-KILIFAIR 2020** event marketing & advertising is focused on international travel agents & buyers from the worldwide Tourism industry, from East African countries and from Tanzania.

► **APPOINTMENT MATCHING PLATFORM**

From early May our "KILIFAIR.Cloud" appointment platform will be online. Exhibitors & registered buyers can easily access the platform via www.kilifair.com and create appointments with other registered exhibitors, buyers or agents from all over the world, in a fast and simple way. BUYERS are able to make appointments with exhibitors as well, and meet you either in the VIP/Buyer Lounge or at your stand.

► **CANCELLATION / MOVING POLICY**

The organizer has the right to cancel or to move booked/confirmed stands for internal reasons and in the interest of the entire fair organization. In case of cancellation, the exhibitor can claim the full paid amount back. There is no compensation for moving stands to another area, unless the new stand is in a different category or size. A cancellation of already booked & confirmed stand by exhibitors possible. Depending on the date of cancellation, a certain amount will be retained for late cancellation and administration.

Up to 180 days before fair date > 90% of paid amount will be reimbursed to client.
179-91 days before fair date > 75% of the paid amount will be reimbursed to client.
90-61 days before fair date > 50% of the paid amount will be reimbursed to client.
60-20 days before fair date > 25% of the paid amount will be reimbursed to client.
19-0 days before fair date > no reimbursement to client possible anymore.

► **CLEANING & GARBAGE**

The organizer will be constantly cleaning the fairground by an appointed environmental partner. Each exhibitor is requested to produce minimum trash, dispose it in available trash cans and keep their own stands clean at all times. The disposal of dangerous items (gas cylinders, acids, colors etc.) at the fair area is prohibited.

► **DISPUTES & DISAGREEMENTS**

In any case of disagreement, the terms & decision of the organizer KILIFAIR Promotion Co. Ltd is final and has to be followed.

► **DISTRIBUTION OF ADVERTISING MATERIAL**

With respect to other exhibitors and in order to reduce the amount of potential litter, exhibitors are not permitted to distribute any advertising materials outside their stand boundaries. Any material placed around the exhibition ground will be removed & destroyed by the organizer. Non-registered companies are strictly not allowed to bring nor distribute any promotional material through the entry gate nor distribute inside the fair area.

► **STAND CONDITIONS & ETIQUETTE**

- All exhibitors are requested to maintain a proper, professional & friendly presentation of their stand & products at all time. The consumption of alcoholic drinks on stands shall be observed and limited.
- Your booked stand can be found in a Pavilion style tent (2.40m side height) with dividing sheets or in the open area, by your stand number.
- All tent walls are made from flexible white PVC material and must be decorated by the exhibitor or decorator. Tents are mainly used against sun & short rain. 100% waterproof material can't be guaranteed. Please take precaution.
- The exhibitor's company name will be shown on a fascia sticker board of approximate 20 x 130 cm, as provided from exhibitor in the booking form. Exhibitors name will be printed as written on the form!
- The ground is a maintained sports stadium lawn (no prepared floor). Depending on weather conditions the floor might be soft or wet. Exhibitors are obliged to prepare the goods & stand display adequately. It is strictly prohibited to damage the sports ground in any way.

- Partition walls, carpets, lighting & electrical items can be rented from our official construction & decoration partners (separate list).
- Any dangerous, hazardous or easy inflammable items are not allowed at exhibition stands or at the fair ground. All materials used for construction work or for display must be fire proof or made from non-flammable material. The organizer does not take responsibility for accidents or fire caused by exhibitors.
- Please keep any audio/video presentation on a reasonable sound level to avoid any conflict with stand neighbors or visitors. The organizer reserves the right to monitor, level or stop the audio/video presentation where necessary.

► **FIRST AID & HEALTH**

A **FIRST RESPONDER** First aid and an ambulance is available at the fairground. Nevertheless, all exhibitors are required to handle presentations & display in the safest way to protect other exhibitors & visitors from any accident.

► **FOOD & BEVERAGES**

A 2500 m² food court area, with 20 different food providers, restaurants & coffee shops, are ready to serve the exhibitors & public throughout the fair. All exhibitors who have not specifically registered a food stand, are not allowed to offer any food or drinks to the public. It is strictly prohibited to bring outside purchased food & drinks to the fair ground. No cooking or food preparation is allowed on the fair ground. Non-compliance will cause the closure of the stand with immediate effect.

► **PARKING**

Guarded Parking is provided around the Friedkin Recreation Center (TGT Grounds) south of the fair area - in walking distance to the fair at your own risk. Exhibitor & VIP parking (special parking pass required) is available as well and can be located by following the signs. Please apply for your personal Parking Pass (at agents@kilifair.com) or "last minute" at the Exhibitor Info desk! Please remove all valuables from your car. KILIFAIR Promotion Co. Ltd does not take any responsibility for any theft or damaged cars.

► **SALES & EXHIBITION OF PRODUCTS**

Participating companies are welcome to exhibit or sell only **prior registered & approved** products on their own terms, bill & risk. The sales of food & beverages is allowed in registered food stands only and needs a special permission from the KILIFAIR Management. The selection of food and the price range shall not be in contradiction with any other food provider.

► **SEMINARS & WORKSHOPS**

A large variety of **FREE** daily "tourism orientated" seminars & workshops are available. The timetable will be sent to you prior the fair and can be seen in the fair booklet. The seminar area is located in the center of the fair ground.

► **SET UP & TURN DOWN**

KARIBU KILIFAIR is a professional organized trade fair and thereof interested in a smooth set up & turn down process by **NON-NEGOTIABLE RULES**. Non-compliance will cause the exclusion of the exhibitor from the fair with immediate effect and without any compensation paid. Exhibitor's cars or trucks are not allowed on the fairground at any time from Thursday, June 4th - thereof local handcarts (sw. Mkokoteni) are available to assist you with your needs. Heavy loads & large display goods shall be set up on Wednesday, June 3rd to avoid any inconvenience for both parties.

SET UP TIME:

Wednesday, June 3 rd	from 12 pm to 6 pm (full set up, limited security)
Thursday, June 4 th	from 9 am to 8 pm (full set up, limited security)
Friday, June 5 th	from 7am to 9 am (NO set up – only display & deco)

TURN DOWN TIME:

Sunday, June 7 th	from 5 pm to 8 pm
Monday, June 8 th	from 8 am to 6 pm (limited security)

NOTE: There is strictly no exception for later SET UP than Thursday, June 4th 8pm. A Set up on Friday Morning, June 5th is not possible – only final display procedures are allowed before 9 am.

A full TURN DOWN or removal of goods from stands before Sunday, June 7th 5pm is strictly prohibited in the interest of other exhibitors & paying visitors. Noncompliance will cause the exclusion from KARIBU KILIFAIR 2021.

► **SECURITY:**

The **KARIBU KILIFAIR** organizer will provide **SECURITY** for entrance, parking and event. Although we are very keen on security during day & night, please take care of your valuables. Stands should not be left unattended at any time and valuable items always be locked, especially during set up & turn down hours. KILIFAIR is not accepting any liabilities for lost items or injury at the fair ground. Booking of a security guard for your stand is possible on special request.

► **STAND BOUNDARIES**

ALL Exhibitors are required to respect the stand boundaries and keep all displayed items & decoration within the boundaries of the stand at all times. No exhibitor may obstruct the gangways with exhibit materials or distribute promotion materials out of his stand boundaries. Promotion performances outside the stand boundaries require a special permission from the organizer.

Especially Food stands & Arts & Craft stands are asked to follow their stand boundaries as other exhibitors do. Non-compliance can cause the closing of stand.

► **WIFI**

WIFI is brought to you by an appointed provider and is available for **FREE** throughout the entire fair ground.

Terms updated: 10.08.2019