



KENYA SKILLS SHOW 2019 EXHIBITION BOOKING FORM

Salutation Mr Mrs Miss Dr Other

Contact Name*

Title/Position

Organization

Address

Email Address

Office Number

Mobile:

*All correspondence will be forwarded to this contact.

Exhibition Packages (Please tick where applicable)

1. Exhibition Booth Shell Schemes

Shell Scheme Stand Packages entail:

- Company Name and stand number on the Fascia Board
- 1 Table (Round or Square), 2 Venue chairs, dustbin
- 1 single phase outlet 220v
- 2 spotlights
- Exhibition Catalog listing
- Company delegates entry to the exhibition
- General security
- Stand cleaning

Exhibition Booth Shell Scheme Packages

Stand Size	Amount (Excl. Of VAT)	VAT 16%	TOTAL (Kshs)
12 m ²	50,000	8,000	58,000
18 m ²	70,000	11,200	81,200
24 m ²	90,000	14,400	104,400
27 m ²	100,000	16,000	116,000
36 m ²	120,000	19,200	139,200



KENYA SKILLS SHOW 2019 EXHIBITION BOOKING FORM

2. Alpine Tents

2.1. Package Entails:

- Choice of 24m² or 48m² Alpine Tent
- Furniture - 1 table, 2 venue chairs, dustbin
- 1 single phase outlet (220v)
- 2 spotlights
- Exhibition Catalog listing
- Company delegates entry to the exhibition
- General security and stand cleaning

Alpine Tent Size	Amount (Excl. Of VAT)	VAT 16%	TOTAL (Kshs)
24 m2	68,000	10,880	78,880
48 m2	115,000	18,400	133,400

3. Rental Space

3.1. Entails:

- Minimum space 18m² (with increments of 9m²)
- Single phase outlet (220V)
- Exhibition Catalog Listing
- General security and stand cleaning
- Company delegates entry to the exhibition

Space Size	Amount (Excl. Of VAT)	VAT 16%	TOTAL (Kshs)
18 m2	45,000	7,200	52,200
21 m2	50,000	8,000	58,000
24 m2	55,000	8,800	63,800
27 m2	60,000	9,600	69,600
30 m2	65,000	10,400	75,400
36 m2	70,000	11,200	81,200
48 m2	75,000	12,000	87,000

3.2. Please describe the nature of your exhibition:



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In addition, are you willing to offer any seminars/mini training sessions at the Skills Show? These seminars/ training sessions are limited approximately 100-125 persons at maximum, and up to one hour in duration. Seminars can be repeated throughout the three days. If so, please describe what you propose.

4. Terms and Conditions

4.1. Acceptance and Allocation

The Permanent Working Group on TVET (Event Organizer) reserves the right to accept or reject any application for exhibition. Exhibition packages which may be limited in number will be generally allocated to those organizations who apply earliest. Allocation of the booths regardless of the preference indicated and alteration of the floor plan is at the discretion of the Event Organizer whose decision will be final.

4.2. Application and Payment

To confirm an exhibition package, please complete the attached Exhibition Booking Form and return it to the Event Organizer. 100% payment is required within one (1) week of signing the acceptance and confirmation letter. Should the payment not be received within ten (10) days, the package will be released for re-sale. As spaces are strictly limited, returning an Acceptance Form does not guarantee a place as an exhibitor. You will be contacted with a confirmation letter to confirm your acceptance as an exhibitor.

Payment should be made to:

NAME ON ACCOUNT: LIWA PROGRAMME TRUST

BANK NAME: KENYA COMMERCIAL BANK

ACCOUNT NUMBER: 1180632966

CURRENCY: KES

BANK BRANCH: S&L SARIT CENTER WESTLAND

BRANCH CODE: 01290

SWIFT CODE: KCBLKENX

4.3. Cancellation Policy

If the event is cancelled by the Event Organizer, the exhibitor is entitled to a 100% refund.

In the case of cancellation by the exhibitor, notification in writing should be sent to the Event Organizer. In the event of cancellation within 30 days of the event, the Event Organizer reserves the right to retain monies paid in full unless resold. In the event of cancellation beyond 30 days prior to the event, an administration fee will be applied.

4.4. Consequential Damage

The Event Organizer will not be liable for any indirect or consequential damages arising out of breach of this exhibition contract.

4.5. Exhibition Packages

Any variations to the each packages described above must be agreed in writing with the Event Organizer. Exhibition entitlements will not commence until the Acceptance form and payments is received by the Event Organizer.



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4.6. Responsibility

The Event Organizer and KICC accept no responsibility for any act, accidents, or omissions on the part of service providers, the accuracy or content of any written or oral statements by speakers in connection with this event, delay, damage, personal injury or death. The Exhibitor is responsible for all personal injury or damage to property arising in connection with the Exhibitor display area, howsoever caused. The Exhibitor will indemnify the Event Organizer in respect of any claim and demands in respect thereof. The Exhibitor must take out adequate insurance in respect of all such claims.

I/WE AGREE TO THE TERMS AND CONDITIONS SET OUT IN THIS EXHIBITOR PROPOSAL

Signature:

Date:

/ /

Please return this form to:

E mail: pkerebi@expressmediakenya.com

Phone: 0722 832 764