



MUNICIPALITY OTJIWARONGO

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OTJIWARONGO NAMIBIA

Otjiwarongo Agriculture and Trade Show

13th -15th September 2018

BACKGROUND

A new focus.....The Otjiwarongo Municipality is proud to launch and host the Otjiwarongo Agriculture and Trade show aimed at bringing together the diverse communities of Otjiwarongo and the surrounding towns to a fun- packed entertainment, music and art festival.

SHOW ORGANISATION

1. THE ORGANISERS – CONTACT DETAILS

The Otjiwarongo Show is coordinated by committee spear-headed by the Municipality and members of the public. All queries on the Show can be done at our Front Office at the Head Office of the Municipality.

The contact details for the organisers of the Show are:

Telephone (09 264 67) 302231
Fax (09 264 67) 302098
E-mail enquiries@otjimun.org.na, or shilongo@otjimun.org.na

2. GENERAL PRINCIPLES

- Exhibitors will not be permitted to carry out activities that are against the regulations of the town or that impose on or disturb fellow exhibitors.
- The Otjiwarongo Show does not guarantee brand exclusivity to any of its exhibitors.
- The right to exhibition will be based on approved standards and regulations.
- Payment deadlines for stalls must be strictly adhered to.

IMPORTANT DATES AND TIMES FOR EXHIBITORS

SET UP / REGISTRATION PROGRAMME

13th – 15th September 2018

09h00 to 19h00 Show office open for registration ~ Show Office - Show Grounds
09h00 to 22h00 Exhibition halls open for set-up

Late Registration

28th – 29th August 2018

09h00 to 12h00 Late Registration / Late set up by special arrangement ONLY
22h00 Set up of stands to be completed

EXHIBITION TIMES

Thursday	~	13 th September	10h00 to 22h00
Friday	~	14 th September	10h00 to 22h00
Saturday	~	15 th September	09h00 to 20h00

RATES AND STAND RENTAL INFORMATION

- Rates are quoted in Namibian Dollar. One Namibian Dollar is equivalent to One South African Rand.
- Stands may not be divided into smaller units.
- Payment deadline for stands is Friday, 31st August 2018.

BANKING ACCOUNT DETAILS

Payment Deadline **Friday, 31st August 2018**
▪ Bank Municipality Otjiwarongo Acc. 800 188 256 Bank Windhoek; Branch Code:
481573

[Should payment be made directly into the Municipality bank account, please make sure that your company/name features on the deposit slip. Proof of payment is also required per fax or email.](#)

WORK PERMITS / VISA

Foreign exhibitors are requested to contact the Ministry of Home Affairs for the acquirement of necessary documents. If any problems or assistance is required in this regard, kindly contact our offices.

EXHIBITION UNITS

Ready-made partitions

A basic stand comprises and may include the following: -

- Ready-made partitions
- One plug point per stand

Otjiwarongo Show

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Please deliver the completed form to the Front Office at the Otjiwarongo Municipality (2 Kreft St, Otjiwarongo).
 The form may also be faxed to fax no. (09 264 67) 302098
 e-mail: enquiries@otjimun.org.na or shilongo@otjimun.org.na

For further information, please contact us at Tel. (09 264 67) 302231/32 /302500/302059

BOOKING FORM

Name/Company/Organisation		
Contact Person:		
Contact Details	Tel:	Fax:
	Mobile:	E-Mail:
	Postal Address:	

NATURE OF COMPANY/ACTIVITY EXHIBITED - DESCRIPTION OF CORE BUSINESS/ACTIVITY Please provide a maximum of 50 words descriptive paragraph about what your business

EXHIBITOR INFORMATION	
1. BUSINESS NAME	
2. NAME BADGE DETAILS A standard number of 4 name badges per stand are included in the price of stall rental.	1.
	2.
	3.
	4.

4. BOOKING REQUIREMENTS				
4.1. Indoor stands <u>without</u> partitions 3x3m	Stand No.	Price	Quantity	Total Cost:
		750.00		
	TOTAL N\$			
4.2 Outdoor Industrial Stalls	Stand No.	Price	Quantity	Total Cost:
		1500.00		
	TOTAL N\$			
4.3 Outside economy stalls[SMEs]	Stand No.	Price	Quantity	Total Cost:
		500.00		
	TOTAL N\$			

4.2. Indoor Ready-made partitioned stands 3X3 m					
With this provision the municipality reserves the right to take legal action for any malicious damage to its property.					
<ul style="list-style-type: none"> • Painting of structures is prohibited. No nails or hard objects will be allowed on partitions. 					
Code	Item	Stand No.	Price	Quantity required	Total Cost
1.	Partitioned stand		1500.00		
TOTAL N\$					

TOTAL COST (STAND, BADGES etc.)	
N\$	

IMPORTANT NOTES:
<ul style="list-style-type: none"> • Upon receipt of this Space Booking Form, an invoice for participation will be forwarded to you for payment. • Bookings will only be considered confirmed once full payment is received. • Telephonic bookings or booking forms without accompanying payments will not be guaranteed. • All payments are due no later than <u>Friday 14th September 2012.</u> • Please refer to Terms and Conditions below.

WE ACCEPT THE ENCLOSED TERMS AND CONDITIONS OF THE OTJIWARONGO SHOW AND CONSIDER OURSELVES CONTRACTUALLY BOUND BY THESE.
SIGNATURE:
PRINT NAME:
DATE:

PAYMENT / BANK ACCOUNT DETAILS	
PAYMENT DEADLINE	FRIDAY, 31st August 2018
OTJIWARONGO MUNICIPALITY	
BANK:	Bank Windhoek, Otjiwarongo Branch
ACCOUNT NUMBER:	8000 188 256 Branch Code 481573
SHOULD PAYMENT BE MADE DIRECTLY INTO THE MUNICIPAL ACCOUNT, PROOF OF PAYMENT MUST BE FAXED TO (09 264 67) 302098 OR MAILED TO enquiries@otjimun.org.na	

TERMS AND CONDITIONS OF AGREEMENT FOR OTJIWARONGO SHOW

1. Only Full payment will secure your reservation. I.e. no space will be reserved unless payment is made.
 2. Final Deadline for payment is **31st August 2018.**
 3. The exhibitor accepts all legal costs and other collection fees in the case of stall payments
 4. Please stipulate All electrical items on the booking form that you plan to use in the space provided
 5. Microwave Ovens etc will only be permitted inside the hall if the exhibition represents that kind of business
 6. Painting of structures is strictly prohibited, no nails, staples etc. into structures is allowed
 7. The organisers reserves the right to take legal action for any malicious damages to structures
 8. Exhibitors who are preparing food on open fires (braai's) or using gas, will only be permitted to do so in the outside exhibition areas provided. Permission must be obtained from the organisers / Fire Department
 9. Food, wine i.e. all beverages may be sold. The exhibitor must control own sales; this will not be the responsibility of the organisers.
 10. All fire/hot-works and open flames have to have their own fire extinguishers. The Fire Department of the Municipality will conduct an inspection in this regard.
 11. The organisers will not be held liable for any expenses incurred by the exhibitor should the exhibition in an unlikely case have to be cancelled for any reason beyond the control of the organisers.
 12. Should the exhibitor withdraw from the exhibition after the Show starts, the organisers shall retain monies paid unless otherwise agreed.
 13. The exhibitor undertakes that his/her exhibition shall be properly completed as per stipulated time.
 14. The exhibitor shall ensure that his business is fully operational, sufficiently staffed and presentable during all exhibition times.
 15. During the exhibition the exhibitor shall not cause or allow any activity that causes a nuisance to any visitor or fellow exhibitors.
 16. Although the premises provide a 24-hour security guard service, the exhibitor may arrange additional security at own expense.
 17. Each exhibitor will be responsible for cleaning own units.
 18. The organisers undertake to clean the general exhibition areas.
 19. The exhibitor undertakes to adhere to the opening and closing times of the Show and to take care to inform visitors of the appropriate closing times. Where relevant, the exhibitor hereby agrees to display a sign indicating closing times, terms and conditions.
 20. The exhibitor shall clean up the unit after the Exhibition and remove all its products and shall compensate the organisers for any damages to the unit or to the premises caused by its operations, staff or agents.
 21. The exhibitor hereby undertakes to adhere strictly to the set-up and break-down times. No exhibitor will be permitted to "close shop" before the close of the stipulated time for closure.
 22. The exhibitor undertakes that during the exhibition he/she will at all-time hold whatever current and valid licenses and/or permits that may be required. The exhibitor hereby indemnifies the organisers from any claim and or legal action that may be caused by the exhibitors operations.
 23. The organisers shall not be responsible for damage done to or loss of third party caused by nature, fire, or by reason of theft, riot, strike, civil commotion, political upheaval, the State's Enemies, or through any other cause of a likely nature.
 24. The exhibitor undertakes to defend, indemnify and hold the organisers harmless from and against any or all loss, damage, liability claims, demands, charges and expenses (including attorney's fees) and causes of action of whatsoever nature which the organisers may incur, sustain or be subjected to on account of loss or damage to property and loss of use thereof, or for bodily injury to or death of any person arising out of or in any way connected with the business of the Exhibitor.
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