

Exhibition Information

Exhibition Venue
The venue of the exhibitions will be the Great Court and the Hyslop Parking of the University of Nairobi. The Great court is located in front of the Mahatma Gandhi building and adjacent to the University Bookshop, Hyslop parking is located next to the main University gate which is next to the SONU office.
Set Up/Build
Monday 10 th June 2019: 08.00 – 18.00 Tuesday 11 th June 2019: 08.00 – 18.00
All exhibitors are required to ensure that all sides of their stand are fully dressed for public viewing, including the outside back and side walls of the stands/construction. All stands must be fully completed by 18.00 on Tuesday in order for Health & Safety and Structural approval for the official exhibition opening. Further information regarding access for offloading and delivery of materials will be included in the Exhibitor Manual, which will be issued after your booking confirmation.
Exhibition Opening Hours
Wednesday 12 th June 8.00 – 17.00 Thursday 13 th June 08.00 – 17.00 Friday 14 th June 08.00 – 14.00
<i>*Please be advised that opening hours may be subject to change.</i>
General Information
<ul style="list-style-type: none">• The organizers will provide the following items to each exhibitor (unless otherwise agreed or communicated); A 3m by 3m exhibition space with one dressed rectangular table, two dressed plastic chairs and a power outlet. You will be expected to cater for any extra requirements that you may need e.g. panel branding, plasma screens, lounge furniture, carpets etc.• You will only be allowed to bring a maximum of two roll up banners in each 3m by 3m booth. Moreover, branding will be limited to being inside each of the exhibitors' booths. You will not be allowed to brand the exterior of the exhibition booths.• The organizers will provide signage outside the main exhibition tent that will indicate the exact space allocated to you or your organization. If you decide to exhibit in any space outside the UON campus, there will not be any support from UON services or departments.• The organizers will provide name badges with the name of the organization for each exhibitor. There will be no personalized name badges. All exhibitors must register for participation and pay prescribed fees. An official receipt will be issued for all payments. Identification tags will be issued upon the presentation of an official receipt. Exhibitors and their staff must wear the identification tags throughout the period of exhibition.• Security will be provided 24hours. But exhibitors must be vigilant during the day as security is a personal and collective responsibility.• The people selected to man the exhibition areas should be pleasant, polite and motivated so as to encourage more people to visit the stands.• No exhibit or artwork supports can be attached, hung or anchored to the exhibition

booth.

- No fire, fireworks, weapons, explosives, chemicals or other hazardous materials may be used in the exhibition. Any activity that has potential to cause injury to the exhibitors or others is not permitted.
- Nairobi Innovation Week will not be responsible for damage of any materials. There should be someone at the booth throughout the day and exhibitors are encouraged not to leave valuable items in their spaces over night, this includes items like laptops, tablets, screens and product samples.
- In case of any emergencies, please visit the first aid points we have set up around the site.
- All exhibitors must maintain proper conduct during the period of this exhibition. Exhibitors and service providers will be expected to confine their activities to prescribed areas. Alcoholic drinks and drugs are prohibited. All exhibitors should ensure that their activities will not be disruptive or cause undue inconvenience to other exhibitors or participants (such as excessive noise). All exhibitors will be expected to adhere to event guidelines described in this document.
- Provision will be made for event guides to usher and provide information to exhibitors and participants.
- All exhibitions must be set down and removed from the site between 6:00 p.m. June 14th and 5:00 p.m. Saturday, June 15th 2019.
- Your designated exhibition space must be returned as it was before the event. Please do not litter, we will have garbage containers spread out around the campus.
- For prompt responses to inquiries and any support to exhibitors, please contact the event organizers (email: charles@c4dlab.ac.ke - Phone number: +254 720 650 592)

Exhibition Opportunities

The following exhibition opportunity has been created to allow organisations the opportunity to showcase their products and/or services, according to their budget. All opportunities will be allocated on a first come, first served basis. Please contact the Conference Organisers to discuss tailor made packages.

Exhibition Space Cost

Min. stand size 3m x 3m @ KSh. 65,000