



# THE EXHIBITOR'S GUIDE

**WEST AFRICA TECHNOLOGIES FAIR**

From 17 to 19 November 2015 – Dakar, Senegal



# THIS EXHIBITOR'S FILE CONTAINS THE FOLLOWING INFORMATION:

## 1. PRACTICAL INFORMATION

Introduction of the West Africa Technologies Fair, objectives and activities

## 2. SERVICES AND TERMS

- . Overview of the Fair site
- . Description of stands
- . Building of stands
- . Types of stands
- . Renting of Furniture, Equipment & Accessories
- . Terms of procurement, payment and use
- . Exhibition Plan

## 3. GENERAL TERMS FOR PARTICIPATION

## 4. MANDATORY DOCUMENTS TO BE FILLED

### ANNEXED DOCUMENTS

1. Registration form
2. Order form for technical services
3. Additional form for technical services

# INFORMATION



**Introductory Note**  
**Objectives**  
**Activities**

## **INTRODUCTORY NOTE**

The West Africa Agricultural Productivity Programme (WAAPP) intends to organize the first West Africa Technologies Fair. This fair aims to facilitate broad dissemination of appropriate and relevant technologies that have been generated under the Programme, and to increase awareness and interest in the sub-region. It is also expected that this platform will allow for enhanced lobbying in raising funds (and others resources) in the two regions through regional initiatives.

**Objectives.** The West Africa Technologies Fair aims to:

- Showcase WAAPP achievements in terms of generating and disseminating technology
- Demonstrate impacts created through the regional agricultural productivity Programme.
- Present all technologies generated including success stories
- Demonstrate the link between all the exhibited technologies and global priorities especially climate change, climate-smart agriculture, management of natural resources, as well as job and wealth creation,
- Establish a catalogue of regional technologies classified per theme
- Highlight socio-economic benefits of the technologies

**Main activities.**

- WAAPP Countries Days
- Showroom
- Meeting between the participants and the Media

**Key date.** The Technology Fair is scheduled to take place in Dakar, Senegal on the sidelines of the International Conference on ECOWAS Agricultural Policy and 2025 Outlook (ECOWAP + 10) **of 17 to 19 November 2015 at King Fahd Palace.**

**Targeted participants.** The proposed and targeted participants for the Fair are essentially high-level officials from the World Bank and other development partners, governments of member countries, regional economic communities such as ECOWAS, non-state actors, the media, decision-makers, Permanent Secretaries, Ministers, Heads-of-States and the private sector.

# SERVICES & CONDITIONS



**Overview of Fair Site**  
**Building of Stands**  
**Terms of payment**



## FAIR SITE

The West Africa Technologies Fair shall take place at King Fahd Palace.

**An ARCUM dressed and secured tent on an area of 1,000 square meters (m<sup>2</sup>) will house about thirty stands.**

### KING FAHD PALACE

Pointe des Almadies,  
Dakar 8181 – Senegal  
[kingfahdpalacehotels.com](http://kingfahdpalacehotels.com)  
Phone: +221 33 869 69 69



# DIMENSIONS OF STANDS MODULAIRES

## Basic dimensions:

A total surface area of 9m<sup>2</sup> (3 metres x 3 metres)

## Partitions:

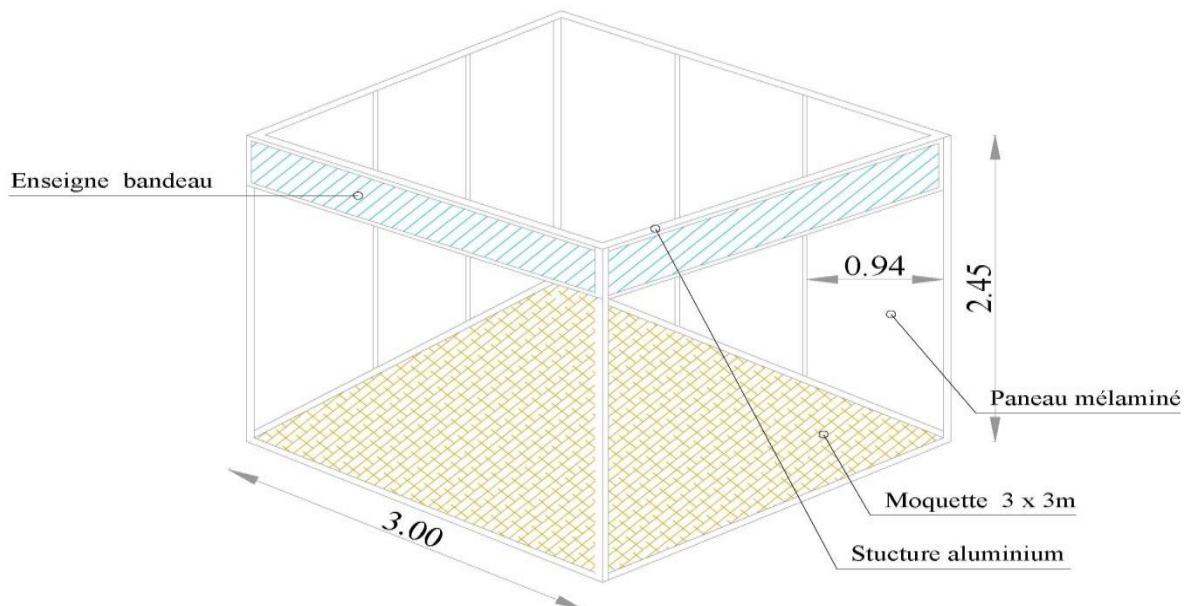
Pillars and crossbars in gray or white painted aluminium stand; height: 2.50m.  
Partition wall in melamine on a maximum of 3 sides with different colours: white, beech, yellow.

## Exhibitor Signboard

One white banner signboard per stand, with 20 characters with 50 mm height on each side

Printing: Colour script on white background. (20 characters, maximum).

Ensigne bandeau = signboard banner



Panneau melamine = wall in melamine

Moquette = carpet

Structure aluminium = Aluminium structure



# INTERIOR VIEW OF THE ARCUM TENT WITH STANDS





# BUILDING OF BOOTHS

Building of a standard modular of 9m<sup>2</sup> includes:

Partition walls  
-----

Carpet  
-----

1 table + 2 chairs  
-----

1 socket

1 multiple distributor (4 sockets)

A bulb  
-----

Stand signboard



# TYPES OF BOOTHS

## OPTION 1: € 1,230

Stand Dimension: 9M<sup>2</sup>

**Available equipment:** 2 chairs and 1 table/Electricity/ Script of signboard

**Services include:** Security/Cleaning (3 Days)

## OPTION 2: € 1,530

Stand Dimension: 9M<sup>2</sup>

**Available equipment:** 2 chairs and 1 table/Electricity

1 Plasma screen, 42 inches

**Services include:** Security/Cleaning (3 Days)

## OPTION 3: € 1,835

Stand Dimension: 9M<sup>2</sup>

**Available equipment:** VIP 4 chairs and 1 table/Electricity supplements

1 Plasma screen, 42 inches

**Services Include:** Decoration/Handling/Security/Cleaning (3 Days)

# FURNITURE, EQUIPMENT & ACCESSORIES

Items	Unit price
Water tap (5l)	€ 8
Plasma screen (42 Inches)	€ 154
Additional sockets	€ 4
Additional chairs/furniture	€ 10
Services	Unit price / Day
Handling	€ 30
Hostess	€ 40
Decoration	€ 200 <b>Package (3 Days)</b>

N.B.: For any additional information, please contact: [infocom@coraf.org](mailto:infocom@coraf.org) / [secoraf@coraf.org](mailto:secoraf@coraf.org)

# TERMS OF PAYMENT

Companies and organizations are required to submit a **registration form and a purchase order** duly filled out and signed. Only participation applications accompanied by the **total mandatory payment shall be considered**.

## 2. METHOD OF PAYMENT

Exhibitors can pay for their participation by cheque or bank transfer as follows:

**100% of the required amount should be deposited not later than 5 November 2015**

### ***Residents in Senegal:***

By cheque or bank transfer.

### ***Participants out of Senegal:***

By Bank transfer only

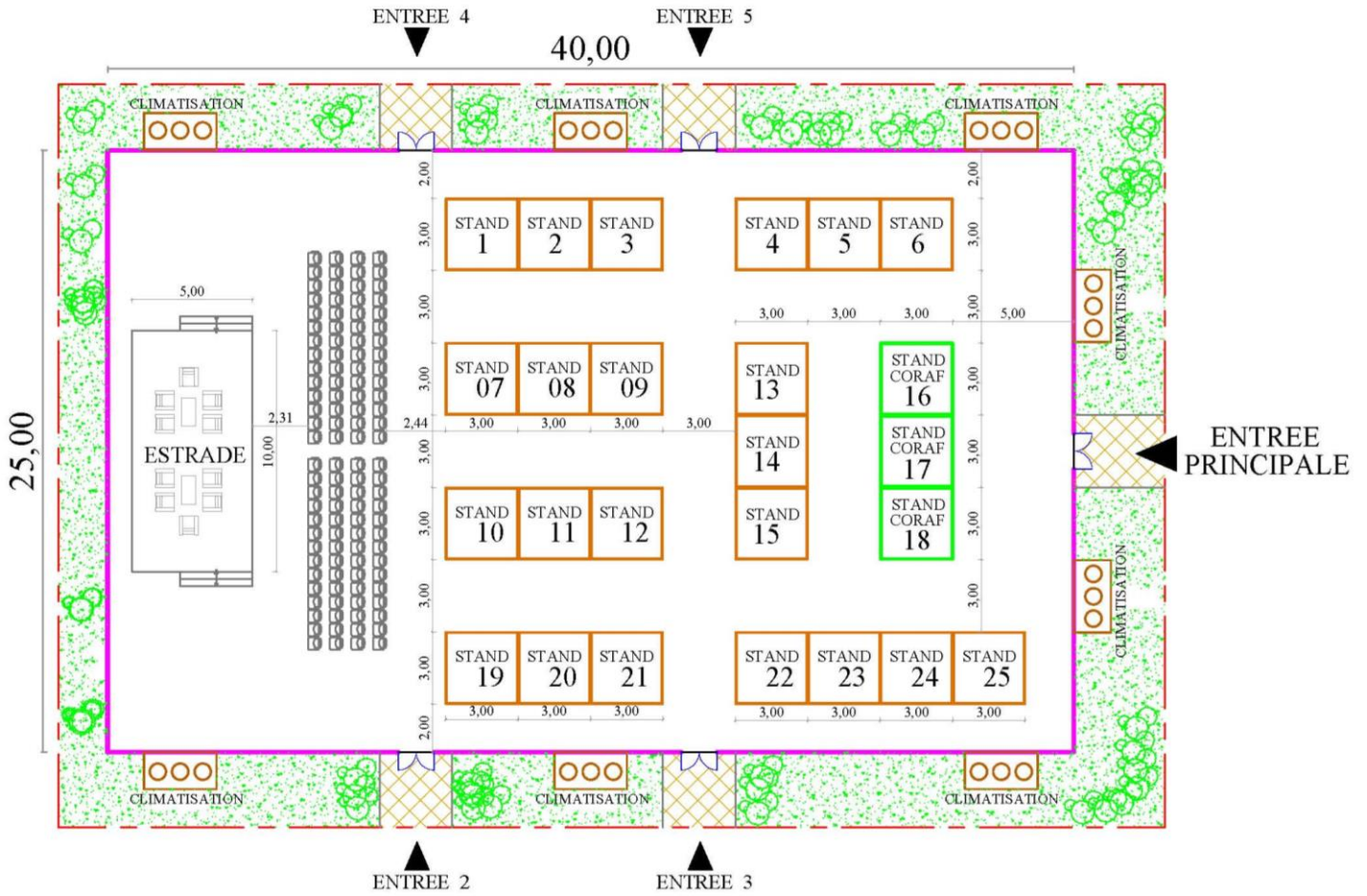
To the order of our service provider:

**KHELCOM BACHES SARL**

Branch	IBAN	SWIFT
Compagnie bancaire de l'Afrique occidentale (CBAO) Agence de PIKINE Dakar – Sénégal	SN012 01215 036158834501 47	CBAO SNDA

## 3. WITHDRAWAL AND CANCELLATION

In case of withdrawal or in case of non occupation of the stand for whatever reason, amounts paid as rents for the stand shall be **reimbursed at 50%**. *As provided by the general terms of participation.*



- ENTREE PRINCIPAL = Main Gateway**
- CLIMATISATION = Air conditioning**
- STAND = Stand**
- STAND CORAF = WECARD stand**
- ESTRADE = Grandstand**

CORAF/WECARD shall distribute the locations of the stands at its own discretion, unless otherwise stated in the general terms. Nonetheless, it shall take into account the preferences and needs of exhibitors. However the choice of stands shall be on first-come first-served (actual payment) basis. This plan describes the measurements of the stands as precisely as possible. The plan is however indicative and can be changed later depending on the needs of the event.

# GENERAL TERMS FOR PARTICIPATION



**Participation rules**  
**Cancellation**  
**Security**

## ARTICLE 1: ORDER

### 1.1 – ACCEPTANCE OF THE GENERAL TERMS

The act of Purchasing Order with CORAF/WECARD and KHELCOM BACHES implies full and unreserved acceptance by the EXHIBITOR of these general terms on rental and sale.

### 1.2 – PURCHASE ORDER

Any order by the EXHIBITOR must be passed by signing a PURCHASE ORDER. It will be the same for all requests for changes to the order and any additional order.

Any order or request for change of order by the EXHIBITOR shall be passed at least 12 days before the date of the event. That is to say, not later than 5 November 2015. Beyond this deadline a surcharge on the rate shall be applicable. (See PRICING)

Unless otherwise agreed by special agreements, the payment of the full amount of all taxes of the ORDER shall be attached to the PURCHASE ORDER + the REGISTRATION FORM and shall be payable by bank transfer or credit card. (See Terms of Payment)

## ARTICLE 2: PRICING

### PRICING SURCHARGE

All rental fees and technical costs shall be paid by the exhibitor on specific dates and in accordance with the payment terms contained in the general terms of the purchase order.

Any ORDER made after the specified deadline in Article 1.2 shall be surcharged by 15% of the tax exclusive price in force.

## ARTICLE 3: CLIENT ORDER CANCELLATION

For any full or part cancellation of an order by the client, that occurs less than 10 calendar days before the 1<sup>st</sup> day of setting up/ assembling / delivery / service provision, the client shall be billed the amount of the order, even when the cause of the cancellation is unknown, external or due to force majeure.

**Cancellation Penalties:** Only **50%** refund shall be paid by CORAF/WECARD and Khelcom BACHES for any cancellations.

## ARTICLE 4: DOCUMENTS AND PRODUCTS PRESENTED BY EXHIBITORS

EXHIBITORS at the Technologies Fair are responsible for sending their documentation and/or products/technologies as well as their installation on their stand.

Nevertheless, CORAF/WECARD can recommend the services of a paid service provider (transporter, hostess agency, etc.), without committing its liability.

## ARTICLE 5: TRAVELS AND ACCOMMODATION

Each participant shall be responsible for his/her travel and accommodation during the Technologies Fair.

Nevertheless, CORAF/WECARD, will suggest accommodation solutions, without taking any responsibility. Each participant shall thus be free to follow these suggestions, or do as he/she wishes with his/her own travel agent or any other agent of his/her choice.

## ARTICLE 6- OBLIGATIONS OF THE EXHIBITOR

1. The exhibitor shall not under any circumstances give out, sublet, subcontract or share all or part of his/her stand without prior authorization from the Organiser
2. The EXHIBITOR is committed to use the rented equipment for the stated purpose, and shall not do anything or allow anything to be done that will deteriorate the equipment or make it disappear. He/she shall provide normal maintenance required to keep it in good working condition,
3. Exhibitors shall be responsible for the transportation and delivery of goods which are meant for exhibition on their stand. Exhibitors must follow the instructions of CORAF/WECARD regarding all movement of goods.
4. Exhibitors shall be responsible for the protection of their intellectual property rights on the equipment or goods that they shall exhibit in keeping with all legal provisions in force and applicable. These measures must be taken before presenting the said equipment and goods at the Fair. CORAF/WECARD shall bear no responsibility in this regard.
5. For any damage caused to equipment during the rental period that requires replacement, the CLIENT must pay in addition to the replacement value, the price of providing new equipment during the remaining duration until the end of the event.



# CONTACTS

**For any additional information on the  
West Africa Technologies Fair**

Please contact the West and Central African Council for Agricultural Research and Development (CORAF/WECARD)

Email: [waapptechfair@coraf.org](mailto:waapptechfair@coraf.org)

Phone: (+221) 33 869 96 18

Address: 7 Avenue Bourguiba, BP 48, Dakar RP, Senegal

Website: [www.coraf.org](http://www.coraf.org)

OR our service provider KHELCOM BACHES SARL

Email: [khelcombach@yahoo.fr](mailto:khelcombach@yahoo.fr)

Phone: (+221) 33 853 20 33

Address: Route Nationale X Rue 10 Pikine N°010 Cité Lobatt FALL

Dakar – Senegal

Website: [khelcombaches.net](http://khelcombaches.net)