

General business & exhibition terms:

"Swahili International Tourism Expo" (SITE) is Tanzania's leading International Indoor Tourism Expo, innovated & hosted by Tanzania Tourist Board (TTB). The Expo will be held from October 12th - 14th 2018 at Julius Nyerere International Convention Center (JINICC), right in the heart of Dar-es-Salaam. Dar is a vibrant fast growing African city and the business capital of the United Republic of Tanzania. The city provides excellent business and leisure opportunities and is known as the traffic hub for all Indian Ocean countries.

Venue: JNICC – Julius Nyerere International Convectional Center
10 Shaaban Robert Road, Dar es Salaam TZ (near Serena Hotel)

Dates: Friday, October 12th to Sunday, October 14th, 2018.

► ACCOMMODATION

An updated list of recommended hotels & lodges in the greater area of Dar es Salaam is available on www.site-tanzania.com or in our "SITE Info folder" sheet.

► SITE ADMISSION & OPENING HOURS

Each exhibitor is entitled to receive a certain number of exhibitor passes, depending on the size of stand. Additional exhibitor passes can be purchased for TSH 25,000 each at the exhibitor counter.

<u>OPENING TIMES:</u>	<u>EXHIBITORS</u>	<u>PUBLIC</u>
Friday, 12.10.18	09:00 - 18:00	10:00 - 18:00
Saturday, 13.10.18	09:00 - 18:00	10:00 - 18:00
Sunday, 14.10.18	09:00 - 17:00	10:00 - 17:00

Exhibitors are allowed to enter the Expo from 8:30 am daily.

► APPOINTMENT MATCHING PLATFORM

From September 15, 2018 our "appointment matching platform" will be online. Exhibitors & registered buyers can easily access the platform via their Exhibitor profile in the SITE software, 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.

► CANCELATION POLICY

A cancellation of your already booked and confirmed exhibitor stand is in general possible. Depending on the date of cancellation, a certain amount will be retained for late cancellation and administration.

Up to 180 days before Expo date > 90% of paid amount will be reimbursed to client.
179-91 days before Expo date > 75% of paid amount will be reimbursed to client.
90-61 days before Expo date > 50% of the paid amount will be reimbursed to client.
60-15 days before Expo date > 25% of the paid amount will be reimbursed to client.
14-0 days before Expo date > no reimbursed to client possible anymore.

► DISPUTES & DISAGREEMENTS

In any case of disagreement, the terms & decision of the organizer are final and have 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 promotion material through the entry gate.

► 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 exhibition stand can be found at the venue, as prior booked. Terms and conditions are shown on the exhibition form and/or in your online exhibitor profile in the SITE software.
- All tents walls (outside area) 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 written in the booking form.
- All additional stand equipment such as carpets, lighting & electrical items, if not indicated in your stand booking, must be ordered online in your Exhibitor profile in the SITE software.
- Any dangerous, hazardous or easy inflammable items are not allowed at exhibition stands or at the Expo 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 any 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

First aid and an ambulance are available during the expo. Nevertheless, all exhibitors are required to handle presentations & display in the safest way to protect other exhibitors & visitors from any accident.

► FOOD & BEVERAGES

SITE provides more than 10 different indoor & outdoor food stalls. All restaurants, Barbeque grills & coffee shops are ready to serve the exhibitors & public throughout the Expo. All exhibitors who have not especially registered a food stall are not allowed to offer any food or drinks to the public. It is strictly prohibited to bring outside purchased food & drinks to the Expo ground. No cooking or food preparation is allowed at the Expo ground. Noncompliance will cause the closure of the stand with immediate effect.

► PARKING

Secured Parking is provided around JINICC at your own risk. Exhibitor & VIP parking (special ID required) is limited at the JNICC expo ground. Please apply for your personal Parking Pass (at buyers@site-tanzania.com) or "last minute" at the Exhibitor counter! Please remove all valuables from your car. SITE 2018 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 SITE 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 focused" seminars & workshops are available. The time table will be sent to you prior the Expo and can be seen in the Expo catalogue. The seminar area is located at the Centre of the main of JINICC at the Expo ground.

► SET UP & TURN DOWN

SITE is a professional organized tourism Expo 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 Expo with immediate effect and without any compensation paid. Exhibitor's cars or trucks are only allowed to drop exhibitor goods and must be removed immediately after, from JNICC Expo ground. Parking of Cars/trucks at JNICC Expo ground is strictly prohibited during setup or/and expo hours.

SET UP TIME:

Wednesday, 10 th October	from 9:00 to 19:00 (full set up, limited security)
Thursday, 11 th October	from 9:00 to 20:00 (full set up, limited security)
Friday, 12 th October	<u>Setup is not allowed on Friday anymore!</u>

TURN DOWN TIME:

Sunday, 14 th October	from 17:00 pm to 19:00 pm
Monday, 15 th October	from 08:00 am to 17:00 pm (limited security)

NOTE: There is strictly no exception for later SET UP than Thursday, October 12th till 8pm. A Set up on Friday Morning, October 12th is not possible – only final display procedures are allowed before 9 am.

A full TURN DOWN or removal of goods from exhibition stands before Sunday, October 14th 5pm is strictly prohibited in the interest of other exhibitors & paying visitors. Noncompliance will cause the exclusion from SITE 2018.

► SECURITY (by Intelligence Securico):

The SITE 2018 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. SITE 2018 is not accepting any liabilities for lost items or injury at the Expo ground. Booking of a security guard for your stand is possible on special request.

► STAND BOUNDARIES

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.

► WIFI

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