



NAIROBI INNOVATION WEEK 2018



EXHIBITION GUIDELINES



INTRODUCTION

The University of Nairobi and its partners will be hosting the 4th Nairobi Innovation Week from 5th to 9th March, 2018. The objective of the exhibition is to showcase and recognize innovations by researchers, incubatees, private companies and public organizations which are part of the National Innovation System. The venue of the exhibitions will be the Great Court, University of Nairobi. The Great court is located in front of the Mahatma Gandhi building and adjacent to the University Bookshop,



A. GENERAL INFORMATION

1. 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 eg. panel branding, plasma screens, lounge furniture, carpets e.t.c.
2. 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.
3. The organizers will provide signage outside the main exhibition tent that will indicate the exact space allocated to you or your organisation. If you decide to exhibit in any space outside the UON campus, there will not be any support from UON services or departments.
4. 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.
5. Exhibition booth installation will be complete by 12:00 noon on Sunday, May 4th. All exhibitors should be ready to set up on Sunday afternoon, the final touches must be done by 8:00am on Monday morning.





6. Exhibitors' staff will be permitted to access their booths from 7 AM to 6 PM on 5th, 6th, 7th, 8th, and 9th March 2018. Visits to booths after 6PM and before 7AM is strictly prohibited. The exhibition area will remain closed before and after these dates. All deadlines for the Exhibition must be met.

7. Security will be provided 24hours. But exhibitors must be vigilant during the day as security is a personal and collective responsibility.

8. There will be food vendors on site selling refreshments, exhibitors are encouraged to purchase food from these vendors.

9. The organizers will provide parking spaces, exhibitors should only park in designated areas whose details will be provided in advance. Parking will be available from 7.00 AM to 6.00PM. Overnight parking will not be allowed.



B. EXHIBITION SPACES AVAILABLE TO STUDENTS

10. Students will be assigned a space to exhibit at the Hyslop parking,

11. Each student is responsible for leaving their exhibition space as they found it: clean and tidy.

12. No custom wall construction or wall/floor painting is allowed.

13. We will provide a table, two chairs and the tent label for each exhibition space.

14. Students exhibiting must set up on Monday, March 5th, between 7am and 8am. If the space is not set up by this deadline, the exhibition space will be forfeited.



C. RULES FOR ALL EXHIBITION AREAS

15. The people selected to man the exhibition areas should be pleasant, polite and motivated so as to encourage more people to visit the stands.

16. No exhibit or artwork supports can be attached, hung or anchored to the exhibition booth

17. 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.

18. 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.

19. In case of any emergencies, please visit the first aid points we have set up around the site.





20. 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 .

21. Provision will be made for event guides to usher and provide information to exhibitors and participants.

22. All exhibitions must be set down and removed from the site between 6:00 p.m, March 10 and 5:00 p.m Saturday, May 10th.

23. 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.

24. 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 / mark@waridievents.com - phone number : +254 722 743 012)

