

EXHIBITION SERVICES MANUAL

The Ghana Diaspora Homecoming Summit
International Conference Centre, Accra, Ghana
5-7 July 2017



GHANA DIASPORA HOMECOMING SUMMIT '17

This manual contains detailed information on everything you need for a successful exhibition. It has been compiled to remove the majority of pre-exhibition problems and to help you enjoy a smooth and trouble free run-up to the event. Please read through the manual at the earliest opportunity to ensure no vital detail or deadline is missed.

In the Exhibition Application Forms which accompanies this manual, you will find the necessary order forms for official contractors and services. Please ensure that the deadlines for the return of this application are adhered to, to enable us and the relevant contractors to carry out your instructions. An hour spent now co-coordinating your participation will save you last minute inconveniences and expenses.

The manual is not designed to replace our personal service and our Organising Team is here to assist you on any matters relating to the event. If you have any questions or require special assistance, please do not hesitate to contact us at the numbers below:-

GHANA & INTERNATIONAL EXHIBITORS

Contact: Jones Agyare

Phone: +233 30 340 3949

Mobile: +233 24 192 0094

Email: jonesagyare@exprom-uk.com

Visit: www.exprom-uk.com

We look forward to working with you over the next few weeks to create a highly successful Ghana Diaspora Homecoming Summit.

The Ghana Diaspora Homecoming Summit

SCHEDULE – July 2017

Tues 4 July	set-up
07h:00	Work commences on construction of shell scheme stands and electrical installation. Space only exhibitors may begin erecting their stands.
14h:00	Exhibitors commence setting up of equipment/displays on their specified stands Exhibitor and contractor badges available from the Organiser's office on-site
Wed 5 July	exhibition – day one
07h:30	Hall opens for exhibitors
08h:00	Conference registration opens
09h:00	Exhibition open to visitors For security reasons please ensure all your staff are registered and have been issued with passes. No one will be allowed into the exhibition area without a pass
17h:00	Exhibition closes
Thurs 6 July	exhibition - day two
07h:30	Hall opens for exhibitors
09h:00	Exhibition open to visitors
17h:00	Exhibition closes
Fri 7 July	exhibition - day three
07h:30	Hall opens for exhibitors
09h:00	Exhibition open to visitors
16h:00	Exhibition closes
16h:30	Equipment removal and stand breakdown

The Organiser reserves the right to change the programme at any time in the interests of continuity.

Breakdown

At the end of the show, for security reasons no equipment will be allowed out of the hall until all members of the public have left and the exhibition is declared closed. Only staff wearing badges will be allowed into the exhibition area at this time. Details of security procedures for removing items from the hall will be issued on the day.

Please ensure your stand is manned at all times during exhibition hours. The exhibition hall will be locked when the exhibition closes. The venue's security will take over once the hall is emptied of visitors, though it is never easy to ensure watertight control of movement in and out of the exhibition hall. The Organisers' will endeavor to ensure tight security arrangements but cannot take any responsibility for any losses whatsoever.

To reiterate: No company may commence repackaging of exhibits until 16h.30 on Friday 7 July 2017 unless the Organisers' have given their express written permission to do so.

STAND CONSTRUCTION & SERVICES

Stand construction

The shell scheme is of the octonorm type. This consists of eight-sided aluminum upright profiles with 50mm aluminum cross-sections and a 4mm white plastic infill. Corner stands have two open sides. The height is 2.5m overall with a 400mm fascia. Basic lettering height on fascia is 100mm in blue against a white background. Fascia lettering will be uniform throughout the hall. Company logos are not provided by the Organisers' but may be affixed by the exhibitors if they so desire.

Stand dressing

Neither the aluminium nor the panels may be painted or drilled into or damaged; in any way. Wallpaper may not be used. Signs/photographs, logos etc. (lightweight) can be fixed to the panels by double-sided tape or velcro. Glue must not be used. "S" hooks, which fix to the aluminium frame of the stand, can be obtained direct from the Organiser on site.

Floor covering

Carpets must be protected from all damage. Costs relating to damage to the carpet will be passed on to the exhibitor. Exhibitors with space only stands are not provided with carpet.

Electrical

For each 9sqm shell scheme unit, two spotlights are fitted behind the fascia and one 13 amp socket outlet at floor level on the rear wall. Extra lights and plug sockets may be ordered at additional cost.

Prices include the supply, installation and maintenance during the show of circuit wiring, power consumed and dismantling.

Unless an electrical fitting plan is received with the order, placement of the fittings will be at the discretion of the electricians.

PLEASE NOTE: the standard supply of electrical current available on site is single phase 220 volts, 50 cycles. Plug sockets are BSS 13amp square pin. Bring adapters if necessary. If you have sensitive equipment, you should arrange to bring a voltage stabiliser/UPS with you.

Floor loading

In order to comply with floor loading restrictions, exhibitors with particularly heavy objects are requested to apply to the Organisers' for clearance.

Furniture

A range of furniture and accessories is available for hire through the Organisers. Details of products and prices are given in the Exhibition Services Guide attached.

Cleaning

The exhibition hall will be cleaned at the end of every day. It may be advisable to make sure that you are around for the first cleaning exercise in case the cleaner is uncertain about what is to be thrown out! If you are likely to create a lot of waste and will require additional service, these can be arranged, but we will need to know in good time.

Dining facilities

There are restaurant and bar facilities adjacent to the Exhibition Area at the venue.

Fire Precautions

The exhibition hall is equipped with extinguishers, but as ever, common sense will be the crucial factor. The Organisers' must reserve the right to have any item believed to be dangerous removed from the exhibition hall and fire exits must not be blocked in any way.

Security

In order to maintain tight security the following measures have been taken. Exhibitors are requested to comply closely with these measures which are intended to protect their interests.

All exhibitors' staff must clearly display their exhibitor badges at all times. Exhibitors without badges will be denied entry to the hall. All contractors and company employees wishing to deliver goods or remove goods outside public opening times (no removal during public opening times) must clearly display a contractor's pass. Persons without such a pass will be denied entry.

The official security guards will mount a 24-hour uniformed security guard service over the exhibition areas. While every effort will be made to protect against theft from stands, exhibitors with particularly valuable equipment may like to arrange for their own security cover.

Insurance

The Organisers will make every effort to ensure the security of exhibits, but must decline any responsibility for any loss or damage which may occur and the responsibility for the security of a stand, its exhibits and contents, including personal property. You are urged to take up your own independent corporate and personal insurance against any loss. You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition you should protect your expenditure against cancellation or curtailment of the event due to reasons beyond our control.

Payment for stand

We require full payment for your stand before the exhibition commences. In the event of any payment being outstanding when the show opens you will not be permitted to occupy your stand until full payment is made.

Admission to exhibition

All visitors will be required to complete a registration form before admission, and must wear the lapel badge given to them. Anyone not wearing a badge should be reported to the Organiser immediately.

Exhibitors (and their workers) must also wear their badges at all times in the exhibition hall. Strict security must be maintained, so do not be surprised if you are refused entry to the hall if you have not got your badge. Use Form 1 to order badges for your other stand personnel. If any get lost go to the Organiser's office for a reissue, but remember, every lost badge is a potential security threat. Please be careful with them. Your badges should be ordered on Form 2 and will be supplied to you along with any other instructions and details, from the Organizer's office in the exhibition area at any time from Tuesday 4 July 2017 between 1800 and 2200.

Visitor promotion

An extensive publicity campaign for the exhibitor will include a direct e-mail campaign, press, radio and TV announcements and on the Ghana Diaspora Homecoming Summit website. Personalized VIP invitations will be sent to key individuals in both the public and private sectors. Exhibitors are encouraged to advertise their stands at the exhibition in the press and on radio and TV. Exhibitor advertising serves to reinforce the overall impact of visitor promotion.

Conference and exhibition programme

A comprehensive guide to the exhibition will be published, containing an alphabetical list of exhibitors, a description of their exhibits as well as contact details of the exhibitor.

Copies of the programme will be placed in the Delegate Information pack given to each registered delegate at the conference and will become the dedicated reference document for the event. Accuracy in the description of exhibits and other criteria provided by exhibitors on Form 1 is vital. Please return by 12 June 2017 to ensure that we include the necessary information on your company.

Exhibition logistics

The organisation handling exhibition logistics for the Ghana Diaspora Homecoming Summit is:

Contact:	George Sappor
Organisation:	IMPEX Tropica PO Box Accra 17912
Tel:	+233 20 191 2092
Email:	geosap7@yahoo.co.uk

It is advisable to allow minimum 2 weeks airfreight to Ghana to ensure arrival in time for the event.

GENERAL

Movement of Stock

Movement of stock will not be permitted during public opening hours. The Exhibition hall will be open to exhibitors both before and after the published times, and exhibitors must use this period to replenish their stock.

Noise volume

Exhibitors using audio-visual equipment must keep the noise to an acceptable level. If this is not complied with, the Organisers' reserve the right to ask you to cease such activities.

Dilapidation

The Organisers' reserves the right to pass on any charges to the exhibitor for damage to the Exhibition Hall caused by the exhibitor, his staff or contractors.

Order Forms

PLEASE NOTE: Forms in the Exhibition Application Forms must be duly completed and returned to the address indicated even if you do not think you need the services offered.

Please return as soon as possible and certainly **no later than 12 June 2017** after making copies for your own reference.

Thank you