Exhibition Manual

Global Geospatial Conference 2013
Spatial Enablement in Support of Economic Development and Poverty Reduction

The joint and fully integrated conference for
AfricaGIS 2013 & GSDI 14 World Conference

November 4-8, 2013
United Nations Conference Centre
Addis Ababa, Ethiopia

The True Size of Africa, The Economist
THE MANUAL

It is with great pleasure that we invite you to sponsor or exhibit at this international and global geospatial conference at the United Nations Conference Centre in Addis Ababa Ethiopia from November 4-8, 2013. This is a unique opportunity for you to meet with the worldwide geospatial community where you can maximize your visibility and showcase your products.

This manual has been designed for those corporate bodies, agencies and organizations that may desire to participate in the exhibition.

The Sponsor and Exhibitor Registration should be completed as soon as possible at http://www.gsdi.org/gsdiconf/gsdi14/register.html

The Sponsor and Exhibitor Prospectus that outlines fees and benefits may be found at http://www.gsdi.org/gsdiconf/gsdi14/documents/ProspectusGSDI14AfricaGIS.pdf

The Exhibition Floor Plan may be found at http://www.gsdi.org/gsdiconf/gsdi14/documents/ExhibitionFloorPlan.pdf

IMPORTANT NOTE:
Although a Sponsor or Exhibitor may pay the individual registration fees for employees or others attending the conference, United Nations security requirements mandate that each and every attendee at the conference must register in advance online. If you as a Sponsor or Exhibitor are paying for the registration of your employees or others, you should register as a Sponsor and Exhibitor first at the link noted above naming the persons whose registrations will be paid by your organization. The have your personnel each individually register as soon as possible at Registration of Individuals: http://www.gsdi.org/gsdiconf/gsdi14/register.html. Although entry visas may be acquired typically at the airport (assuming that all appropriate documentation is supplied), we recommend that most international participants should acquire their visas in advance to avoid possible entry delays.

CONTACTS

For questions not answered in this document or through the referenced links, please contact:

A. Arranging for a Sponsorship, Exhibit, or Organized Workshop or Session
   Sives Govender
   Executive Director
   EIS-AFRICA
   SGovender@eis-africa.org
   tel: +27 12 3491068
   skype: sives.govender

B. Local Details Concerning Your Exhibit Setup
   Andre Nonguierma
   GIS Officer, African Centre for Statistics
   United Nations Economic Commission for Africa
   Phone: +251 - 115 444 718
   Fax: +251 - 115 510 512
   Mobile: +251 - 911 550 044
   Email: ANonguierma@uneca.org
BASIC BOOTH PACKAGE

- Fascia Label (Stand sign)
- Shell scheme of 6 sqm (2 by 3)
- Spotlights
- Table and two chairs
- Counter cabinet

ADVERTISING OF THE EXHIBITION

In addition to advertising of exhibitors on the conference web site, an *Exhibition Map and Guide* that lists all exhibitors will be included in the *Conference Program* distributed to all participants in Addis Ababa.

INDEMNITY

The Economic Commission for Africa (ECA) and other conference hosts will **not** be held responsible by the authorities in Ethiopia for the payment of any customs levy, tax, fine or other costs incurred by an Exhibitor. In any event, Exhibitors must undertake to indemnify the ECA and other hosts from and against any payment, which ECA or other hosts may be called upon to make to the authorities on their behalf. By registering as an exhibitor and paying the exhibitor or registration fee you agree to these indemnification provisions as well as the fees, terms and conditions as set forth at [http://www.gsdci.org/gsdiconf/gsdi14/fees.html](http://www.gsdci.org/gsdiconf/gsdi14/fees.html)

ACCESS TO UNITED NATIONS CONFERENCE CENTRE

Participants staffing the exhibits are required to wear ID badges at all times. Badges are required in order to gain access to the UNECA grounds and Conference Center and these will be issued at the United Nations Conference Center (UNCC) during build-up of the Exhibition. Each conference participant needs to provide personal details on the Registration Form for Individuals at [http://www.gsdci.org/gsdiconf/gsdi14/register.html](http://www.gsdci.org/gsdiconf/gsdi14/register.html)

VEHICLE PASS

Vehicles without proper permits are generally disallowed from ECA grounds. However, during build-up and breakdown, special vehicle passes may be issued. You may apply for these passes by sending the following information: *Exhibit Stand Number, Exhibiting Organization, Make of Vehicle, Color, Registration Number, Drivers Name*. Send this information to:

Andre Nonguierma, United Nations Economic Commission for Africa
Phone: +251 - 115 444 718
Fax: +251 - 115 510 512
Mobile: +251 - 911 550 044
Email: ANonguierma@uneca.org

The driver may pick up the pass at On-site accreditation in Addis on the day of exhibit build out. The regular hours are from 8:30am - 01:00pm & 14:30pm - 20:30pm at the Delegate Registration Building in front of the UN Conference Center main gate.
SHIPPING MATERIALS FOR YOUR EXHIBIT

All samples, exhibits, brochures, posters, stand equipment, and so on, may be imported into Ethiopia as exhibition material for re-exportation. Because of ECA’s special relationship with Ethiopian Airlines, it is advisable to use this carrier. Goods should be shipped CIF Addis Ababa and consigned to:

Global Geospatial Conference 2013
Exhibition Stand Number:......................
UN Economic Commission for Africa (UNECA)
Menelik II Avenue
Addis Ababa, ETHIOPIA
Attention: Chukwudozie Ezigbalike
Tel No. +251-115-444569

Please include:
1. Invoice (Indicate NOT FOR SALE on the package and/or customs form)
2. Packing List
3. Air way Bill

The UNECA Shipping Department will only clear goods for UN agencies and UN-sponsored organizations.

Non-UN organizations and companies are provided with a list of agents below to contact in Addis Ababa.

Please ensure that your shippers supply full details of the shipment, including number of boxes, descriptions of contents, quantities and, in the case of radios and electronic equipment, make and serial numbers. Copies of the airway bill, invoices and packing list should as well be faxed in advance to: Chukwudozie Ezigbalike, United Nations Conference Center (UNCC) Fax: +251-11-551-0389

These actions will facilitate clearance ahead of arrival of the shipment. Kindly send original invoices and packing lists with shipment in compliance with customs regulations. Customs services are not available on weekends, so please take care of this well in advance.

If you intend to bring your goods as accompanying luggage, they should be treated in the same way - with packing lists and invoices faxed to ECA in advance of your arrival and original documents kept with your air ticket.

Non-UN organizations and companies should make their own shipping arrangements through local clearing agents in Addis Ababa. A list of local shipping and clearing agents are as follows:

United Packers and Movers
Tel. 251-11-122 80 90
Fax 251-11-122 80 90

Pan Afric Global P.L.C.
Tel. 251-11-5516250/5517092/5153243
Fax 251-11-5515259

Worteb Shipping and Transit Service P.L.C. Tel. 251-11-5504181
Fax 251-11-5504590

Packtra Pvt Ltd Company
Tel: 251 11 551 97 23
SECURITY

ECA has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Commission and other conference hosts decline responsibility for any loss or damage that may occur, including responsibility for the security of a stand, its exhibits and contents as well as personal property. You are urged to take out independent insurance against loss. In our experience, cell phones, briefcases, cameras and handbags are most at risk. Carry these items with you at all times.

YOUR EXHIBITION STAND

STAND CONSTRUCTION

The standard size of an Exhibition stand is 3m x2m (6sqm). Extended sizes in multiples of the standard booth size are available.

a. Floor covering
The Exhibition floors are brown marble and uncarpeted.

b. Floor loading
The capacity is 500 kg per sqm.

c. Electricity supply (per “Exhibition Manual” by a/m) The operating voltage available is 220-230 volts.

Please note:
Extended sizes are only available in multiples of standard booth size. Their positioning will be at the discretion of ADF VI Exhibition Management.

STAND DRESSING

The shell scheme consists of gray partition walls and fascia boards across the front and, where applicable, the sides. Company name is supplied in standard lettered graphics. Your company name will be drawn from your online Exhibitor Registration form. No logos or banners are permitted.
on the FASCIA boards. Each unit is fitted with an appropriate number of spotlights and electrical outlets and is supplied with 1 table, 2 chairs, and 1 cabinet. Posters and pictures can be attached to the walls by means of Velcro hooks or Velcro tape. Under no circumstances may nails, glue or double sided tape be used on the Stand system. Any damage done will be charged to the exhibitor's account.

Because furniture is difficult to bring into the secure UNECA compound, if you need additional furniture or computer equipment you may want to discuss options with UNECA staff. Contact Andre Nonguierma at ANonguierma@uneca.org or +251-115 444 718.

![Stand Diagram]

- The width of panel a? 97cm
- The height of panel a? 198cm
- The diameter of pole b? 3cm
- The height of panel c? 46cm

STAND SAFETY AND SECURITY

ECA reserves the right to remove any item considered dangerous (flammables, explosives, weapons, etc.) from the exhibition area. Fire exits must not be blocked and disused packaging materials must be removed to avoid safety hazards. All items must be placed within the Stand area. No item will be allowed which obstructs the flow of people in the aisles and passageways.

SALES AT EXHIBIT STANDS

Exhibitors may give away brochures and other commercial sales items and take orders and arrange for commercial follow-up. However, no sale of products from Stands is permitted, unless specifically requested and explicitly permitted (in writing) by UNCC in compliance with local authorities.

ATTENDANCE AT YOUR STAND

Please ensure that exhibition staff is in attendance at all times when conference participants are in attendance. UNCC will provide security staff to safeguard exhibits, but UNCC and the conference hosts must decline any responsibility for loss or damage which may occur.

Exhibitors are welcome to share the Stand with another organization as long as the organizers have agreed thereto. However, only one organization’s name may be displayed on the fascia board.

GENERAL INFORMATION

The text that follows restates information that is more fully available on the conference web site at http://www.gdsi.org/gdsi14.

IMMIGRATION REQUIREMENTS
Visas are required for all conference participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. For the details of travel visa requirements, consult http://www.gdsi.org/gsdiconf/gsdi14/travel_info.html

If you do not acquire your visa in advance of travel, please carry your letter of invitation to the conference with you as it is needed to facilitate visas on arrival at Bole International Airport, Addis Ababa. The letter of invitation is generated through the online Individual Registration process.

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days of arriving in the country.

Each traveler to the conference must complete the online Individual Registration form in advance providing passport and flight information. See http://www.gdsi.org/gsdiconf/gsdi14/register.html

AIRLINE RESERVATIONS

A number of international airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival to Addis Ababa. There are travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour-related information. Travel Agencies at ECA can be reached at the following telephone numbers:

- Gashem Travel Tel: 251 11 515 89 32/ 0911 25 04 68/ 0911 20 12 39/5157575/5509034
- Air link Travel Agency Tel: +251115443609 /5503913

HOTEL ACCOMMODATIONS

Arrangements have been made by the Conference organizers to reserve bookings in a limited number of hotels for conference attendees at special rates up to a specific cutoff date. Please see http://www.gdsi.org/gsdiconf/gsdi14/accommodations.html

CURRENCY AND EXCHANGE CONTROL

There is no restriction on the amount or kind of foreign currency that may be imported into Ethiopia. However, visitors are not allowed to export currency that exceeds the amount they originally brought in. Therefore it is important to retain receipts of any foreign currency exchanged as they will be required if you need to re-exchange currency on departure.

The official currency of Ethiopia is the Birr (ETB), divided into 100 centimes. The exchange rate fluctuates. The UN operational exchange rate as of 30 June was $US1.00 = ETB 18.64 (18.54 on 1 June and 18.47 on 1 May).

Only the banks and authorized exchange centres are authorized to exchange foreign currency in Ethiopia. There is a branch of the Commercial Bank of Ethiopia on the UNECA compound. The bank is open from 08:00 to 12:45 and from 14:00 to 16:30 on weekdays. Visitors can also use their Visa credit cards to draw cash in Birr from automated teller machines (ATM); there are ATMs on the main floor of the conference centre and in the Rotunda (next to the bank), as well as in many hotels and major shopping areas.

UN CONFERENCE CENTER REGISTRATION AND IDENTIFICATION BADGES

Participants are required to register online for the conference (see http://www.gdsi.org/gsdiconf/gsdi14/register.html) and obtain identification badges prior to the opening of the Conference (for details see http://www.gdsi.org/gsdiconf/gsdi14/register.html). Also kindly carry your invitation letter and personal identification for on-site accreditation. For identification and security reasons, identification badges should be worn by all participants at all times.