



EXHIBITION & EVENTS ORGANIZERS LTD.
Communication, Event Management & Expomarketing

SERVICE FORMS



INTERNATIONAL FOOD & TECHNOLOGY EXPO INFTEXPO 2026

4TH TO 6TH SEPTEMBER



Venue



Time



City



Website



Date



Contact

social media pages



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SERVICE FORMS

This part of the manual includes a number of forms to be filled by the show exhibitors and sent to the organizers. Please, pay attention to the deadlines set in each form.

Form	Purpose	Progress (filled / not filled)
ERF (A)	Exhibition registration form	
Form 2	To be filled by exhibitors for Expo Magazine listing and those interested in advertising in the magazine	
Form 3	To be filled by exhibitors who order for accommodation (5 star, 3 star and other accommodation available in Bujumbura)	
Form 4	Cargo Shipment	
Form 5	Registration Form for those exhibitors who may require local stand assistants	





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FORM 1 - EXHIBITION REGISTRATION FORM

GENERAL INFORMATION

EXHIBITING COMPANY NAME

COMPANY ADDRESS

COMPANY TELEPHONE NUMBER

EMAIL ADDRESS

FACEBOOK

CONTACT PERSON

MOBILE CELL PHONE NUMBER

WEBSITE

COMPANY INFORMATION

INDUSTRY

TYPE OF BUSINESS
(INFORMATION OF EXHIBITOR
PRODUCTS OR SERVICES)

COMPANY NAME AS IT WILL
APPEAR ON BRANDING
ELEMENTS





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TYPE OF PARTICIPATION (Select One)

SHELL SCHEME (per sqm)

Booked Number of sqm :

☐

Price per sqm : 350 USD (Inclusive of 16% VAT)

SPACE ONLY (per sqm)

Booked Number of sqm :

☐

Price per sqm : 336.4 USD (Inclusive of 16% VAT)

SPONSORSHIP PACKAGES(select one)

☐ DIAMOND SPONSOR PACKAGE

USD 20,000

☐ GOLD SPONSORPACKAGE

USD 15,000

☐ SILVER SPONSOR PACKAGE

USD 10,000

☐ BRONZE SPONSORPACKAGE

USD 5,000

ADDITIONAL REQUESTS (Additional requests will be quoted directly to exhibitor)

EXHIBITING COMPANY NAME

☐ YES ☐ NO

☐ 5 STARS

☐ 4 STARS

☐ 3 STARS

TRANSPORTATION

☐ LUXURY

☐ ECONOMY

☐ OTHER (for special transportation needs only)

CUSTOMS AND CLEARING
SERVICES(if yes please provide details)

☐ YES ☐ NO

VISA SERVICES

☐ YES ☐ NO

NUMBERVISAS IF REQUIRED:

PARTICIPATION SERVICES
(please provide details on needed items)

☐ YES ☐ NO

PRINTING AND PRODUCTION





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STAFFING (promoters, models, other)

LOGISTICS SERVICES

LOCAL ADVERTISING AND PROMOTION

☐ YES ☐ NO

LOCAL CELEBRITY SOCIAL MEDIA POSTS/CAMPAIGN

☐ YES ☐ NO

LOCAL CELEBRITY APPEARANCE

☐ YES ☐ NO

SHOW GUIDE PLACEMENT

☐ YES ☐ NO

PRESS RELEASE PLACEMENT

☐ YES ☐ NO

LOCAL TV INTERVIEW ARRANGEMENT

☐ YES ☐ NO

FUNCTION ARRANGEMENT

☐ YES ☐ NO

PRIVATE DINNERARRANGEMENT

☐ YES ☐ NO

EXHIBITOR MEETINGARRANGEMENTS

☐ YES ☐ NO

LOCAL GUIDE

☐ YES ☐ NO

LOCAL MOBILE PHONE AND LINE

☐ YES ☐ NO





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BILLING INFORMATION

BILLING ADDRESS

NAME ON ACCOUNT

CONTACT EMAIL

CONTACT PHONE NUMBER

BANK ACCOUNT NUMBER

-PAYMENT INFORMATION WILL BE PROVIDED ON INVOICE

-ADDITIONAL DOCUMENTATION MAY BE REQUIRED UPON REQUEST

Signature of the organizing company

Signature of the Subscriber

Date :

This form is a binding agreement made between the exhibitor and the event organizer Pulse Media and Exhibition & event organizers LTD for Organizing Exhibitions. By signing this form you confirm your participation

If you have any queries or problems concerning your participation, please don't hesitate to contact us.

EXHIBITION & EVENTS ORGANISERS LTD.

P.O. Box 24350 - 00502, Ololua Forest Front, Nairobi, Kenya

Tel: + 254 20 3870900, 3870924, +254 20 2043016, +254 2300952/3

E-mail: marketing@exhibitionevents.com/info@exhibitionevents.com





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FORM 2: EXPO LISTING

Industry/ Manufacturer/ Producer/ Vendor/ Distributor/ Value Added Reseller/ Service Provider/
Authority/ Institution/ Club/ Association

Company Information

Company Name: _____ Brand/ Logo _____

Postal Address: _____ Website: _____

Physical Location: _____ City: _____

Country: _____ Tel.: _____

Fax: _____ E-mail: _____

Branch Offices: _____

Product Categories

1. _____ 2. _____

3. _____ 4. _____

Other Product Information: _____

One Paragraph Company Description _____





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FORM 3: ACCOMMODATION – AMMAN

- 5 STAR ACCOMMODATION REQUEST FORM – xxxxxxxx Hotel

Please complete this form and return by fax or e-mail to:

marketing@exhibitionevents.com/info@exhibitionevents.com

Mr. /Mrs. /Ms. /Dr. /Prof. /Hon. Surname: _____

Other Names _____ Address: _____

Code: _____ City: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____

ARRIVAL:

Date of Arrival: _____ Time of Arrival: _____

DEPARTURE:

Date of Departure: _____ Departure Time: _____

SPECIAL TRADE FAIR RATES

ROOM TYPE	RATES (USD)	ROOM SELECTED
1. Single Standard		
2. Double Standard		
3. Single Superior		
4. Double Superior		





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The room rates are inclusive of Bed, Breakfast and all taxes.

*Taxes are government controlled and are subject to change without notice relative to statutory policies

ROOM GUARANTEE

Participants may guarantee their accommodation via credit card or USD Bank Draft Payment. Confirmations are subject to availability of rooms and on first come, first serve basis.

CANCELLATION FEE AND POLICY

Any cancellation 15 days before the Event date will be accepted at no charge.

Cancellations received 3 days before the Event Date will charged at one night's accommodation.

Method of Deposit Payment

I (We) enclose a Bank Draft of USD _____

Please Charge the following credit (Master Card, Visa, American Express, Diners Cards are acceptable)

Card Number: _____ Expiry Date _____

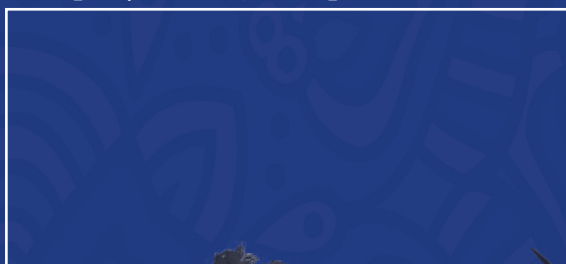
Names on Credit Card _____

I (We) have read and fully understand the reservation/cancellation policy stated.

Signature: _____

Date: _____

Company Rubber Stamp



THIS FORM IS INVALID WITHOUT A SIGNATURE AND A NAME OF A CONTACT PERSON.





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- 4 STAR ACCOMMODATION REQUEST FORM

PLEASE COMPLETE THIS FORM AND RETURN BY FAX OR E-MAIL TO:

marketing@exhibitionevents.com/info@exhibitionevents.com

Mr. /Mrs. /Ms. /Dr. /Prof. /Hon. Surname: _____

Other Names _____ Address: _____

Code: _____ City: _____ Country: _____

Tel: _____ Fax: _____

E-mail: _____

ARRIVAL:

Date of Arrival: _____ Time of Arrival: _____

DEPARTURE:

Date of Departure: _____ Departure Time: _____

SPECIAL TRADE FAIR RATES

ROOM TYPE	RATES (USD)	ROOM SELECTED
1. Single Standard		
2. Double Standard		
3. Single Superior		
4. Double Superior		

The room rates are inclusive of Bed, Breakfast and all taxes.

*Taxes are government controlled and are subject to change without notice relative to statutory policies





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ROOM GUARANTEE

Participants may guarantee their accommodation via credit card or USD Bank Draft Payment. Confirmations are subject to availability of rooms and on first come, first serve basis.

CANCELLATION FEE AND POLICY

Any cancellation 15 days before the Event date will be accepted at no charge.
Cancellations received 3 days before the Event Date will charged at one night's accommodation.

METHOD OF DEPOSIT PAYMENT

I (We) enclose a Bank Draft of USD _____

Please Charge the following credit (Master Card, Visa, American Express, Diners Cards are acceptable)

Card Number: _____ Expiry Date _____

Names on Credit Card _____

I (We) have read and fully understand the reservation/cancellation policy stated.

Signature: _____

Date: _____

Company Rubber Stamp



THIS FORM IS INVALID WITHOUT A SIGNATURE AND A NAME OF A CONTACT PERSON.





PLEASE COMPLETE THIS FORM AND RETURN BY FAX OR E-MAIL TO:
marketing@exhibitionevents.com/info@exhibitionevents.com

Mr. /Mrs. /Ms. /Dr. /Prof. /Hon. Surname: _____

Other Names: Address:

Code: _____ City: _____ Country: _____

Date of Arrival: _____ Time of Arrival: _____

Date of Departure: _____ Departure Time: _____

Room Type	Rates (USD)	Room Selected
1. Single Standard		
2. Double Standard		
3. Single Superior		
4. Double Superior		

The room rates are inclusive of Bed, Breakfast and all taxes.

***Taxes are government controlled and are subject to change without notice relative to statutory policies**





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ROOM GUARANTEE

Participants may guarantee their accommodation via credit card or USD Bank Draft Payment. Confirmations are subject to availability of rooms and on first come, first serve basis.

CANCELLATION FEE AND POLICY

Any cancellation 15 days before the Event date will be accepted at no charge. Cancellations received 3 days before the Event Date will be charged at one night's accommodation.

METHOD OF DEPOSIT PAYMENT

I (We) enclose a Bank Draft of USD _____

Please Charge the following credit (Master Card, Visa, American Express, Diners Cards are acceptable)

Card Number: _____ Expiry Date _____

Names on Credit Card _____

I (We) have read and fully understand the reservation/cancellation policy stated.

Signature: _____

Date: _____

Company Rubber Stamp



THIS FORM IS INVALID WITHOUT A SIGNATURE AND A NAME OF A CONTACT PERSON.



FORM 4: CARGO/ GOODS SHIPMENT

8.1 AIR CARGO

The exhibition materials will be shipped from Kenya by air freight, through our official Flight Partner

Operating carriers	Departs	Aircraft types
Saudia 	1-2 times a week	Airbus A330-200+2 others
EgyptAir 	2-4 times a week	Boeing 737-800 Freighter (wing-lets)+2 others
Air Arabia 	1-2 times a week	Airbus A321+2 others
Emirates 	Every 1-2 weeks	Boeing 777-300ER+2 others

We advice the exhibitors to use the local logistics or freight firms in their own countries to ship the exhibits direct to the event's Official Clearing Agent:

8.2 COMPANY INFORMATION

Company Name: _____





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Contact Person: _____

Postal Address: _____

Postal Code: _____

Physical Location: _____

City: _____ Country: _____

Tel.: _____ Alternative _____

Fax: _____ Alternative _____

Cell-Phone No.: _____

E-mail: _____

8.3 PRODUCT INFORMATION

a) Precise Description of the items to be shipped: _____

b) Dimension of Package (Weight & Volume): _____



c) Customs Value (incl. Cost & Freight landed in AMMAN: _____

d) Will the exhibition material be shipped back after the Fair? _____

WE SHALL ADVISE EACH EXHIBITOR ON THE FOLLOWING:

1. Government regulations regarding specific materials for exhibition.

We propose that each exhibitor sends a copy of the accompanying customs invoice to us, via e-mail or fax, prior to dispatching the cargo from the country of origin. This will enable us to advise the shipper on classification and coding of the various exhibition materials.

2. Charges (All Government Taxes/ Port charges payable in advance as per outlay in local Currency prevailing exchange rates)

Documentation	USD. XXXXX	xxxxx currently = approx. USD 1
Transport - USD. XXXXX per Kg Minimum	USD. XXXXX	xxxxx currently = approx. USD 1
Agency Fee - X% of CIF value Minimum	USD. XXXXX	xxxxx currently = approx. USD 1

Company Stamp:



This form is invalid without a signature and a name of a contact person.





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FORM 5: REGISTRATION FORM FOR STAND ASSISTANTS

THIS FORM IS TO BE FILLED BY EXHIBITORS WHO WILL REQUIRE ASSISTANCE
IN RECRUITING STAND ASSISTANTS AND RETURNED TO THE ORGANIZER BE-
FORE 2024.

No. of stand attendants required: _____

EDUCATION LEVEL:

High School Graduate ☐

Diploma Graduate ☐

University Graduate ☐

It doesn't matter ☐

LANGUAGE (S) REQUIRED: (PLEASE TICK APPROPRIATE)

Arabic: ☐

English: ☐

Kiswahili: ☐

Others : ☐

AGE;

18- 20 yrs: ☐

20 – 25 yrs: ☐





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25 yrs and over

☐

GENDER;

Male:

☐

Female:

☐

PRODUCTS OR SERVICES TO BE EXHIBITED (PLEASE SPECIFY);

We have a recommended standard rate which can be provided upon request.

COMPANY DETAILS:

Company name; _____

Contact Person; _____

Designation; _____ **Date:** _____

Signature _____

Company Stamp:





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SECTION F - GENERAL TERMS & CONDITIONS

1. The preamble to the contract shall be considered an integral part and shall be read as a single unit.
2. This contract shall be binding upon the Parties at the time of its signature. The Second Party shall not be entitled to withdraw or cancel their participation, after signing it under any circumstances. In the event of its withdrawal, the contract shall be deemed to be valid and the Second Party shall be obliged to bear the remaining amount of the contract.
3. The second party undertakes to pay 50% of the value of the contract at the time of signature and the remaining 50% 20 days before the opening of the exhibition.
4. The second party may not sell any part of their booked rental area to any third party of the exhibitors unless the written consent of the first party is obtained. Otherwise, the first party has the right to terminate the contract, re-sell the space mentioned in the contract.
5. The First Party undertakes to hand over the booked area to the Second Party two days prior to the opening of the Exhibition.
6. The First Party shall not be liable for any loss suffered by the Second Party as a result of the intrusion or theft of the goods offered during, before or after the offer period.
7. The cost of all services not provided for in the contract shall be paid by the Second Party.
8. The Second Party is responsible for transporting and delivering the materials presented to and from the specified platform.
9. The Second Party shall declare its participation in the Exhibition of its own accord and on its own initiative. This contract shall not constitute an oral or written promise by the First Party at the level or success of the Exhibition.
10. The Second Party undertakes to comply with the items presented and approved by the First Party, and in failing to comply with this, it undertakes and commits to remove the Second Party from the Exhibition immediately if the First Party so requests.
11. This contract shall commence from the date of its signature and end at the end of the exhibition.
12. If a dispute arises as to, or due to, or as a result of this contract, the dispute shall be referred to the Jordanian Arbitration in accordance with the Jordanian Arbitration Law.





- Date of receipt of notice of withdrawal**
More than 90 days before the exhibition

d) Upon payment of such an amount to the organisers, the exhibitor (credit being given to the organiser for the entire rental already paid by the exhibitor) the contract shall be cancelled and neither party shall have any further claim against the other.

I, (company representative) _____ representing (company name) _____ having read and understood the above rules and regulations hereby agree to adhere to them.

Signature Date

Company Stamp





P.O. Box 24350-00502
Karen Nairobi, Kenya.



Oloolua Forestfront,
Oloolua Forest Line Road



Tel: +254 20 2300593,
+254 20 2688098



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