

REGISTRATION FORM FOR PEARL OF AFRICA TOURISM EXPO, 23rd - 25th FEBRUARY 2018
THEME: REDISCOVER THE PEARL

CONTACT DETAILS			
Company Name:			
Postal Address:			
Physical Address:			
Tel No:		Fax No:	
Contact Person:		Email Address:	
Website:			

STAND SIZE AND COST						
STAND DIMENSIONS	Booth Size (meters)	Tourism Boards & Agencies	Ugandan Exhibitors	Trade Visitors	International/ Individual Companies	Embassies / Diplomatic missions
Standard Booth	3 x 2	USD 5,000	UGX 500,000	USD 300	USD 500	UGX 2,000,000
Tick no of booths						

NOTE: Please tick the stand you're booking above, fill this form, sign, scan and send to one of the emails shown in the Special conditions for participation section. An invoice will be e-mailed to you once we receive the signed form. Space will be allocated based on availability and on **FIRST COME, FIRST SERVE** basis.

Name:		Signature:	
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PARTICIPATION INFORMATION	
Do you belong to any tourism associations? (Please list the associations and registration numbers)	

NOTE: Participants **MUST** be members of a travel tourism association to be eligible to participate on UTB co-funded activities/trade fairs and proof of membership i.e. registration number is required.

Please list the name/s of the representative/s that will manage your stand at PEARL OF AFRICA TOURISM EXPO			
Name:		Email Address:	
Name:		Email Address:	

NOTE: The names will be used for printing of badges for access into the exhibition hall. Hall entrance is restricted on trade days

PRODUCT CATEGORY

What is the nature of your business? (Tick the appropriate category for catalogue entry)

1.	Hotel/Lodges/Restaurant/Hotel Group	
2.	Airline	
3.	Tour Operator / Travel Agent	
4.	National Tourism Board	
5.	Regional Cluster	
5.	Others (Please specify	

Please PROVIDE THE NAME OF YOUR COMPANY as you would like it to appear on all identifications for the Expo. Kindly note, the words “**LIMITED**” or “**HOLDINGS**” and other extensions as such will not be included for all participating companies:

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Please supply us with a **50 words profile** on your company:

SIGNED FOR APPLICANT

Signature:	
Name of Signatory:	
Position held in the company:	
Date:	

SIGNED BY UTB (FOR OFFICIAL USE ONLY)

Signature:				
Name of Signatory:				
Designation:				
Date of payment:				
Booth Number allocated	Standard	Double	Custom size	Invoiced Amount

Special conditions for participation - Please read these carefully

- a. **Withdrawal & Refunds:** There will be no refund if an exhibitor withdraws after payment of the participation fee beyond **16th February 2018**. In the event that a participant pays for participation and wishes to withdraw after this date, they will have to forfeit their contributions.
- b. **Deadline for all registrations – 20th February 2018.** Exhibitor catalogue goes to print.
- c. **Entry to the Exhibitor Catalogue:** Company details provided on the application form and the profile attached electronically (email) shall be used. This form is sent in an editable format to enable you type in all the details. Non-legible application forms filled by hand shall not be accepted.
- d. **Fair Dates and times:** 23rd – 25th February 2018
- e. **Build up dates:** 21st and 22nd February 2018
- f. **First come first serve policy:** Booths will be allocated to participants based on first to pay within the stipulated deadline.
- g. **Space will be allocated based on availability.** Please note that some configurations may not be possible given the layout of the hall.
- h. The floor plan/layout may change from time to time. In case changes to the floor plan are made, the registered exhibitors will be notified. We will endeavor however to keep you within the area already selected.
- i. The set-up days are two, 21st and 22nd February, 2018.

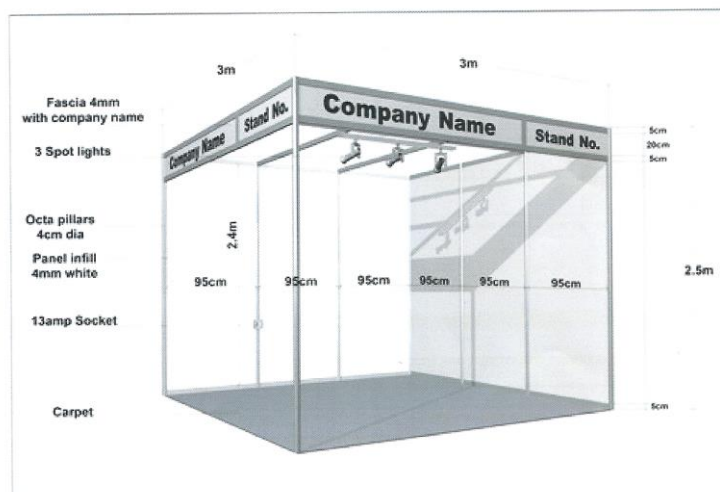
Please reply to: UGANDA TOURISM BOARD | P.O. BOX 7211 KAMPALA, UGANDA | **Tel:** +256 (0) 414 342 196/7, +256 486 660 500 or **send an email:** pearlexpo@utb.go.ug

STANDARD BOOTH DETAILS

This shall be provided by the venue and shall be Shell Scheme Booths

Specifications:

- a. 3 x 2 meters aluminum structure with a Height of 2.5 m
- b. White board infill wall panels
- c. Power
- d. Power socket (1)
- e. A table (1)
- f. Simple chairs (3)
- g. Fascia name vinyl cut on white board



CUSTOM BUILT STANDS & DECORATIONS

- a. All standard booths will be equipped as detailed above. Any additional decoration, branding and accessorizing will be done by the exhibitors at their own cost and arrangement.
- b. Shell scheme structure & furniture will be provided for all exhibitors unless an exhibitor requests for space only. Only stands above 18 square meters will be sold as space only. Exhibitors with standard booths can however add to or replace the furniture supplied at their own cost.
- c. Branding by exhibitors should be within their allocated space only. No branding material and furniture items are allowed on the isles.
- d. Custom built stands are optional and the respective exhibitors are required to prepare the designs and submit for approval. The exhibitor shall meet the full costs of their custom built stands. Going for a space only option will not attract any discounts on the space rental costs indicated.