



NKURENKURU EXPO 2024 APPLICATION FORM

P.O Box 6004, Nkurenkuru, Republic of Namibia
Email: info@nkurenkurutc.com.na

Tel: +26466258089/120/121
Fax: 066258000/091

PERIOD: 28 JUNE 2024 -07 JULY 2024

NAME OF APPLICANT _____

POSTAL ADDRESS OF APPLICANT _____

CONTACT DETAILS TEL: FAX:

CELL: EMAIL:

STALL INFORMATION

NB: Only Application with proof of payment will be allocated stalls. No unpaid booking will be entertained unless a Purchase Order has been issued and accepted. Exhibitors may apply for addition Stalls by specifying stalls/ booth number in the corresponding box and space provided (e.g.3.)

Please indicate by writing the number of stall, vehicle and gate pass

EXHIBITION AREA	NUMBER	ADDITIONAL / EXTRAS for the duration of the expo	NUMBER
Inside the Hall 3mx3m stall Corporate (Section A) @ N\$5,000.00		A table for rental @ N\$150.00	
Inside the Hall 3mx3m GRN (Section A) @ N\$4,500.00		A chair for rental @ N\$ 30.00	
Inside the Hall 3mx3m stall SME (Section A) @ N\$2,500.00		Extra exhibitor gate pass @ N\$300.00	
Food and Drinks (Entertainment Area/ Section C) @ N\$2,500.00		Exhibitors Car Gate Pass @ N\$100.00	
Outside the Hall 12mx6m own stall (Section B) @ N\$ 2,000.00			
Kiddie's Entertainment 6mx6m own stall (Section B) @ N\$1,000.00			
Outside the Hall 3mx3m own stall SME (Section B) @ N\$1,000.00			
Outside 3mx3m own stall Traditional food & Kiddie's (Section B) @ N\$ 600.00			
Poultry & Small Livestock Chicken, Pigs and Goats (Section B) @ N\$600.00			

AGREEMENT & SIGNATURE

Name (printed)			
Signature		Date	

RESERVATION & APPROVAL

	Approved	Yes		
APPROVAL/ RESERVATIONS [For office use only]	Processed by			
	Amount			
	Stall No		Exhibition Area	
	Signature		Date	

All official correspondence must be addressed to the Chief Executive Officer



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INFORMATION SHEET

VENUE AND CONTACT

VENUE: NKURENKURU EXPO SITE

Contact: Mrs. Sarah Chinkanda the Local Economic Development Officer
or our Secretary Ms. Regina N. Muhembo at 066-258089/Mail:
info@nkurenkurutc.com.na

*Erection Of Stands	The exhibition ground will be available for erection of stands on the 28 th - 30 th June 2024; Security Guards will be on site from that day.
*Trading Date	30 th of June 2024 to the 06 th of July 2024
*Dismantling Of The Stands	07 th - 08 th July 2024 Dismantling and vacation of stands shall only be allowed on the designated date. However, early dismantling can be allowed with prior arrangement with the Expo committee. Please Note: Nkurenkuru Expo takes no responsibility for the safety of goods during the erection and dismantling phase before and after.
*Opening Time	The opening time for exhibitors at the site is 08H00. This is to allow enough time to prepare the stands before the public and opening time and for the public is 9H00
*Closing Time	Corporate section closes 20H00 Kiddies section closes at 22H00 while Entertainment sections closes at 02H00 NB: Once the sections is closed the public will not be allowed to enter the closed section.
*Entrance Fee	Adults N\$10.00 per entrance, Vehicles @N\$20.00 Children N\$5.00 per entrance , Schools N\$200.00 (Maximum of 50 Learners)
*Extras	Name Badge: Only two per stand, if exhibitors are more than that, a cost of N\$300 per person should be paid for the duration of the expo.

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TERMS AND CONDITIONS

1. Application for Exhibition shall commence on Monday, 11th of March 2024.
2. Closing for Submission of Application shall end on Friday, 14th June 2024.
3. No application will be accepted without a proof of payment
4. Corporate Entities should provide Purchase Order with their applications
5. Cancellation of stand should be submitted on or before 18th June 2024 in writing. A 50% administration fee shall be payable on the cancellation.
6. No refund shall be allowed should the exhibitor fail to turn up for exhibition or cancel after 18th June 2024
7. No exhibitor will be allowed to sleep at the expo site.

OUR BANKING DETAILS

Note: Please make sure to write clearly and the reference on bank deposit slip should be the name indicated on the application form

Name of Bank: Standard Bank Account name: Nkurenkuru Expo
Bank account number: 60002249919 Account Branch: Rundu

CORRESPONDENCES

All official correspondences should be addressed to:

The Chairperson
Nkurenkuru Expo
P. O. Box 6004; Nkurenkuru, Namibia
Email: info@nkurenkurutc.com.na

AGREEMENT TO THE TERMS AND CONDITION & SIGNATURE

Name:.....

Signature:..... Date....