



## NKURENKURU EXPO 2023 APPLICATION FORM

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

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

**PERIOD: 23 JUNE 2023 -03 JULY 2023**

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. Please tick in the corresponding box and space provided and the number of stalls/booths needed (e.g.3.)

STALL NO: \_\_\_\_\_

**Please indicate by ticking the exhibition area and write the number of additional vehicle and gate pass**

EXHIBITION AREA	Tick	ADDITIONAL / EXTRAS for the duration of the expo	Number
Inside 3mx3m stall (Corporate) @ N\$5,000.00		A table for rental @ N\$150.00	
Inside 3mx3m (GRN) @ N\$4,500.00		A chair for rental @ N\$ 30.00	
Inside 3mx3m stall (SME) @ N\$1,500.00		Extra exhibitor gate pass @ N\$200.00	
Outside 12mx6m own stall (Outside) @ N\$ 2,000.00		Number of Vehicles @ N\$100.00 for exhibitor's car only	
Outside 3mx3m own stall (& Kiddie's @ N\$ 1,000.00			
Food and Drinks (Entertainment Area) @ N\$ 2,000.00			
Kiddie's Entertainment (3mx3m own stall) @ N\$1,000.00			
Outside 3mx3m own stall SME @ N\$1,500.00			

### AGREEMENT & SIGNATURE

Name (printed)			
Signature		Date	

### RESERVATION & APPROVAL

	Approved	Yes		
<b>APPROVAL/ RESERVATIONS</b> [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 Mrs. Getrud Muntenda at 066-258089/Mail: info@nkurenkurutc.com.na

*Erection Of Stands	The exhibition ground will be available for erection of stands on the 23 <sup>rd</sup> - 25 <sup>th</sup> June 2023; Security Guards will be on site from that day. .....
*Dismantling Of The Stands	02 <sup>nd</sup> – 03 <sup>rd</sup> July 2023 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. <b>Please Note:</b> 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	<b>The Exhibition Tents shall close at 18H30.</b> <b>All other activities shall end at 23H30; the gates shall close at 00H00.</b> .....
*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	<b>Name Badge: Only two per stand, if exhibitors are more than that, a cost of N\$200 per person should be paid for the duration of the expo.</b>

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**TERMS AND CONDITIONS**

1. Application for Exhibition shall commence on Monday, 20 February 2023.
2. Closing for Submission of Application shall end on Friday, 12th June 2023.
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 19th June 2023 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 29 June 2023
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....