



Economic
Commission
for Africa

Exhibition Manual



The Fourth African Development Forum (ADF IV)
Governance for a Progressing Africa

In collaboration with



African
Development Bank



African Union

Background

The African Development Forum (ADF) is an initiative led by the Economic Commission for Africa (ECA) for discussions of pressing Africa-driven development agenda. It is a process of initiating dialogue, building consensus, and mobilizing partnerships on emerging issues among Africa's stakeholders.

The Forum presents a unique opportunity to connect African decision-makers with the best possible policy advice, informed by credible analytical work and the relevant experiences and views of over 1,000 participants from Africa and the rest of the world. After only three highly rated Forums held, ADF has gained worldwide recognition as the premier arena for engaging in candid and productive discussions on African priorities among policy-makers, experts and peers.

All three Forums that have been held in Addis Ababa have helped launch new initiatives and activities, as well as important policies and blueprints that have had wide ranging impacts.

The Manual

The Fourth African Development Forum and Exhibition in Ethiopia is an event that draws together key stakeholders, providing corporations and other organizations the opportunity to showcase their goods or services. The Exhibition runs parallel to the Conference.

This manual has been designed for the benefit of corporate bodies, organizations or persons who may wish to participate in the exhibition. Registration and other forms annexed to this document should be completed as soon as possible and returned by fax or electronically to the addresses/numbers below:

Yinka Adeyemi
Communication Officer/Exhibition Manager
Sustainable Development Division, Room 4N03
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Tel: 251-1-443537
Mobile: 251-9-402715
Fax: 251-1-510350
E-mail: yadeyemi@uneca.org

Mr. Getachew Asmare
Sponsorship and Exhibition
United Nations Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: +251-1-52 16 39
Tel: +251-1-44 30 39
251-1-510350
E-mail: gasmare@uneca.org

For additional information regarding the Conference Center facility you may contact:

Ms. Mahdere Yilma
United Nations Conference Centre (UNCC)
Tel: +251 1 44 445233/51 49 45
Fax: +251 1 51 48 74/51 31 55
E-mail: ccu@uneca.org

Sponsorship Opportunities

The African Development Forum and Exhibition provides an effective opportunity for sponsoring companies to gain additional exposure and promote their products/services to a top-level international audience of over 1000 people, comprising Presidents, Prime Ministers, Kings, heads of development agencies, members of the civil society, policy makers at the highest level and other stakeholders.

Payment Details

To secure your prime exhibition spot, please transfer the appropriated fees as follows:

Bank account details (For exhibitors in US Dollars)

Account Holder: United Nations Economic Commission for Africa
Account Number: 485000539
Swift Code: CHASUS33
Bank: J.P. Morgan Chase – International Agencies
Banking; 1166 Avenue of the Americas, 17th Floor,
New York, NY 10036 – 2708
USA

Bank account details (For exhibitors in Ethiopian Birr)

ADF IV Exhibition
CBE-ECA Branch
01718/16607600
CA
Holder of A/C UNICEF

Important!

Please clearly indicate “ADF IV Exhibition” and the **Remitter’s Name** on the transfer. Remittances which do not have this information will not be processed.

Basic Booth Package

Package includes:

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

Enhanced package

This package includes all the benefits of a basic package, plus:

- ☒ A brochure rack
- ☒ A silk plant
- ☒ A shelf
- ☒ A quarter page black and white advert in a local newspaper
- ☒ A quarter page color advert in the exhibition manual and/or delegate program
- ☒ Access to the conference for one person
- ☒ The placement of your logo on a sponsors banner

Registration Charges	
International Companies	\$ US 2,500 per Booth
UN, Government, IGOs	Free, subject to availability
International NGOs and Institutes	\$ US 2,000 per Booth
Local Companies*	5,000 Birr per Booth
Local NGOs*	2,000 Birr per Booth

* May have a free space without the benefits of an enhanced package. Includes listing in ADF publications.

Programme Outlines:

October 9 2004	1 st Build up day
October 10 2004	2 nd Build up day
October 11 2004	Registration at UNCC, a.m. Briefing at UNCC, p.m.
October 11-15 2004	Exhibitors take position; Exhibition opens each day (10:00 am to 6:00pm)
October 16, 2004	(8:30 am to 1:00 pm) Stand clearing by exhibitors (2:00 pm onwards) Exhibition breaks down

Exhibitions and Advertising

An Exhibition Guide with organizational profiles and list of exhibitors will be prepared. Deadline for the submission of the profile is October 1 2004. For details on Sponsor privileges, facilities, entitlements and fees for various sponsorship options, please contact Yinka Adeyemi at yadeyemi@uneca.org.

Indemnity

The Economic Commission for Africa (ECA) 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 from and against any payment, which ECA may be called upon to make to the authorities on their behalf. Please read and sign the indemnity section of the Registration Form (Annexed).

Access to ECA

Exhibitors (and co-exhibitors/ staff) are required to wear ID Badges at all times in order to gain access to the ECA grounds and the Conference Center. These will be issued at the United Nations Conference Center (UNCC) during build-up (See Programme). Please complete personal details on the Exhibitors Registration Form (Annexed).

Vehicle Pass

Vehicles without proper permits are generally disallowed from ECA grounds. However, during build-up and breakdown, special vehicle passes will be issued. You may apply for these passes by completing Form 5 (Annexed).

Your Exhibits

Shipping

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:

ADF IV Exhibition

Stand Number:.....

Economic Commission for Africa (ECA)

Menelik II Avenue

Addis Ababa, Ethiopia

The ECA Shipping department will only clear goods for UN agencies and UN-sponsored organizations. 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 (See Form 4). Copies of the airway bill, invoices and packing list should be faxed in advance to:

United Nations Conference Center (UNCC)

Fax: +251 1 51 48 74

This 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 accompanied 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 attached to your air ticket.

PS: 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 provided below:

United Packers and Movers

Tel. 251-1-22 80 90

Fax 251-1-22 80 90

Pan Afric Global P.L.C.

Tel. 251-1-516250/517092/153243

Fax 251-1-515259

Worteb Shipping and Transit Service P.L.C.

Tel. 251-1-504181

Fax 251-1-504590

Packtra Pvt Ltd Company

Tel: 251 1 51 97 23

Fax: 251 1 51 37 88/ 51 96 37

Safe Transit

Tel: 251 1 52 07 21

Fax: 251 1 51 34 44

Security

ECA has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Commission declines responsibility for any loss or damage which 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****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 UNCC Exhibition Management.

Stand Dressing

The shell scheme consists of gray partition walls and fascia boards across the front and, where applicable, the sides (see sketch). Company name is supplied in standard lettered graphics (Complete Form 1). No logos or

banners are permitted on the FASCIA boards. Each unit is fitted with 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.

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.

Sale of Exhibits

Once the exhibition is open, no item may be set up, added or removed from Stands. No sale of exhibits/ products from Stands is permitted, unless specifically requested and explicitly permitted (in writing) by UNCC in compliance with local authorities.

Attendance at your Stand

Exhibitors are welcome to share the Stand with another organization as long as ECA has agreed thereto. However, only one organization's name may be displayed on the fascia board. ECA reserves the right to have exhibits of any organization removed for which prior notification of attendance has not been supplied.

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

A Local Amenities Guide will be provided at the Registration Desk of UNCC.

General Information

Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries with Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passez.

If your country does not have an Ethiopian Diplomatic Mission, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of complete passport details and flight information (refer to registration form).

You should request visa assistance from ECA well in advance; as it will take at least two weeks to process visa applications and obtain approval from the Ministry of Foreign Affairs and Immigration Authorities.

Please carry your letter of invitation with you as it is needed to facilitate visas on arrival at Bole International Airport, Addis Ababa.

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.

Please note that an Ethiopia visa costs between Birr 150-325 (\$ US 20-50) per person depending on your nationality, and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas free of charge. Expenses incurred in connection with visa requirements are paid in local currency, which can be obtained from the Ethiopian Commercial Bank at Bole International Airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure. The airport tax on departure from Bole International Airport is \$ US 20.00 payable in cash in US dollars.

Please send the registration form with passport and flight information to the ECA United Nations Conference Center: (Fax: +251 1 51 48 74/ 51 31 55 e-mail: ccu@uneca.org).

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:

- Safeway Travel Tel: +251 1 44 31 57/ 02 20 37 07/ 09 20 00 77

- Gashem Travel Tel: 251 1 15 89 32/ 09 25 04 68/ 09 20 12 39/157575/509034
- Almighty Travel Tel: 251 1 567472/ 73/71
- Air Link Travel Agency Tel: 251 1 531694/501993
- Ghion Tours & P.L.C Tel: 251 1 505665/505656
- Green Land Tours & Travel Tel: 251 1 632597/98

Ethiopian Airlines will operate a travel desk at the UNCC during the Conference. Their telephone numbers in Addis Ababa are: +251 1 615600/ 616161.

Hotel Accommodation

Arrangements have been made by the Conference organizers to book accommodation for participants at their expense in various hotels, as listed below. Participants who wish to avail themselves of this service at UN preferential rates are required to complete the relevant section of the registration form and forward it no later than October 1, 2004 or reserve, directly quoting the events name to obtain special rates.

Sheraton Hotel

(1.5km Walking distance to ECA)	Single Room	UN Rate US\$ 106.00
Tel: +251 1 17 17 17	Double Room	US\$ 130.00
reservationsaddisethiopia@luxurycollection.com		

Hilton Hotel

(0.3 km Walking distance to ECA)

Tel: +251 151 84 00	Single Room	US\$ 85.00
Fax: +251 1 51 00 64	Executive Double	US\$135.00
Sal_addis-ababa@hilton.com		
www.hilton.com		

National Hotel

(0.25km Walking Distance to ECA)

Tel: +251 151 50 66	Single Room	US\$
Fax: +251 1 51 50 66	Executive Double	US\$

Yordanos Hotel

(1.65km Walking Distance to ECA)

Tel: +251 1 51 57 11	Single Room	US\$ 25.00
Fax: +251 1 51 66 55	Double Room	US\$ 35.00

Ghion Hotel

(1.75 km distance from ECA)

Tel: +251 151 32 22	Single Room	US\$ 48.00
Fax: +251 1 50 51 50	Double Room	US\$ 58.00

Axum Hotel

(2.75 km Walking Distance to ECA)

Tel: +251 1 61 39 16

Fax: +251 1 61 42 65

Single Room US\$ 28.00

Double Room US\$ 30.00

Imperial Hotel

(4.5km Walking Distance to ECA)

Tel: +251 1 293329

Fax: +251 1 293332

UN Rate

Single Room US\$ 66.00

Double Room US\$ 84.00

Currency/Banks

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit to how much you can bring into the country. Ethiopian currency is denominated in “Birr” and “Cents”. The bank rate of exchange varies.

Currency changed into Birr at the Commercial Bank on the ECA compound may be reconverted only at that Commercial Bank, and not exceeding the originally converted amount. Acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry other means of exchange (traveler cheques) and adequate local cash.

Registration and identification badges

Participants are required to register and obtain identification badges prior to the opening of the Conference. 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.

Form I

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibitor's Registration Form

Please Print

Exhibitor
(Organization/ Company): _____

Exhibit (Type): _____

Stand Number requested:

1st Option: _____ 2nd Option: _____ Multiple: _____

If you require a larger stand, please indicate how many Stand modules you wish to merge.

Principal/ Organization's Contact Person (Director/ Proprietor)

First Name: _____ Family name: _____

Position: _____

Organization: _____

Address: _____

City: _____

Country: _____

Telephone: _____ Fax: _____
Country City Local Country City Local

E-mail: _____

Persons in Attendance

1. Names: _____

— _____

Multiple Stand Occupancy

List the names and addresses of other organizations you may be representing at your booth (maximum 2)
(Subject to approval)

I hereby indemnify ECA and/or its agents against any and all costs that may be incurred on our behalf during the exhibition.

Name of Company/ Organization -----

Date: _____

Signature: _____
(Director/Principal)

Please send this registration form by email to gasmare@uneca.org or fax it to: 251-1-510350 attn: Yinka Adeyemi

Form II

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Stand Services Request

Deadline: October 5 2004

Stand Number: _____
(As confirmed)

Organization: _____

First Name: _____ Last Name: _____

Telephone: _____ Fax: _____
Country City Local

E-mail: _____

1. Fascia Name

Exhibition stands will be provided with name labels on their fascia boards. These are for identification only and names should be abbreviated. All fascia labels will have uniform lettering; only one organization's name is permitted per stand. Please enter in the space below the name you wish to appear on your board, in capital letters.

Name to appear on name board (maximum 20 characters)

Name: _____

Date: _____

Director or Principal of
Exhibitor/ Organization

Form III

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Publication Request

Deadline: October 5 2004

Stand Number: _____
(As approved)

Stand Name: _____

Exhibition Guide

Free editorial entry

For the enhanced exhibition package, exhibitors are offered a free organizational bio-sketch in the Exhibition Guide. What would you like to say about your company/organization? Please use the box below.

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Brief description of your products/ services (maximum 60 words)

Form IV

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Equipment Request

Deadline: October 5 2004

Stand Number: _____
(as approved)

Stand Name: _____

Stand Equipment

VCR Video Recorder (PAL system) and
rate for Exhibition period & TV Monitor: US \$ 150

LCD Data Projector: US\$ 150

Computer (CPU, Monitor, Keyboard): US\$ 75

Printer for Computer: US\$ 25

Internet Connection: US\$ 80

Stand Accessories:
(if available/ price for duration of exhibition)

Suspended Brochure Shelf (2/3 shelf) US\$ 12

Brochure Rack, Large US\$ 24

Brochure Rack, Small US\$ 20

Brochure Rack, Large US\$ 30

Brochure Rack, Large US\$ 25

Brochure Rack, Large US\$ 5

Brochure Rack, Large US\$ 10

Name: _____

Director or Principal of
Exhibitor/ Organization

Date: _____

Form V

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Shipping Request

Deadline: October 5 2004

Please complete the form and fax it to Mahdere Yilma at +251 1 514874

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Shipping

List goods you will be shipping or bringing as accompanied baggage. In the case of radios and electronic equipment, include make and serial number. Be sure to attach hereto the documents mentioned on page 4 of this manual. Clearing Agents and Transportation costs will be charged to the Exhibitor's account. Non-UN organizations and companies will be provided a list of agents to contact in Addis Ababa.

Box No.	Contents	Quantity	Make	Serial No.

Arrival Details

Flight No: _____

Date: _____

Time: _____

Name: _____ Date: _____

Director or Principal of
Exhibitor/ Organization

Form VI

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Service Request

Deadline: October 5 2004

Stand Number: _____
(As confirmed)

Stand Name: _____

Onsite Services

Properly authorized requests specified prior to the deadline will be relayed by UNCC to local authorized contractors. Expenses will at all times be made to the exhibitors account. Arrangements with authorized contractors may also be made directly onsite.

Security

24-hour security guard will be provided in exhibition area by ECA.

Florist

Please arrange with authorized contractor onsite (at your expense).

Photographer

Please arrange with authorized contractor onsite (at your expense).

Catering

Please arrange with authorized contractor onsite (at your expense).

Stand Cleaning

Once daily at close of Exhibition for the entire duration Yes: US\$12

Vehicle Passes

Complete to apply (maximum 2)

Make	Color	Registration No.	Driver

Name: _____

Date: _____

Director or Principal of
Exhibitor/ Organization

Form VII

The African Development Forum (ADF IV)
11-15 October 2004, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Conference Registration Form for Participants
(Limited to one participant – Enhanced Exhibit Package only)

Please print

Name: _____

Position: _____

Organization: _____

Address: _____

City: _____

Country: _____

Telephone: _____

Fax: _____

E-mail: _____

In case of emergency, please contact: _____

Tel: _____