

The Fourth Meeting of the Committee on Development Information (CODI-IV)

25-28 April 2005

Addis Ababa, Ethiopia

Exhibition Manual



Economic Commission for Africa

**The Fourth Meeting of the Committee on Development Information (CODI-IV)
25 – 28 April 2005**

The Committee on Development Information (CODI) is one of the seven technical Committees established by the Economic Commission for Africa (ECA) Conference of Ministers during its review of the Intergovernmental machinery of ECA at its twenty-third session in May 1997. This committee took over the functions of the joint Conference of African Planners, Statisticians, Population and Information specialists, and of the United Nations Regional Cartographic Conference for Africa, and also ensures the implementation of the African Information Society Initiative (AISI).

The Committee meets every two years in accordance with Resolution 826 (XXXII), adopted at the aforementioned conference and brings together delegates from member States and observers from United Nations agencies, Europe, Asia and North America, as well as sub-regional, regional and international organizations, academic and research institutions, multi-national corporations and small business enterprises.

CODI meetings usually include specialized technical working group sessions and workshops on topics such as land information systems, strengthening statistical capacity for poverty monitoring, the use of ICT by small and medium enterprises (SMEs), spatial data infrastructures (SDIs), monitoring and measuring good governance in Africa, knowledge management, and the African Virtual Library and Information Network.

CODI has an exhibition component which runs in parallel with the meeting and provides corporations and other organizations with the opportunity to showcase their goods or services.

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:

Mr. Girma Dessalegn
Information Technology Centre for Africa
Development Information Services Division
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 05 12
Tel: +251 1 44 50 22
E-mail: gdessalegn@uneca.org

For any additional information you may contact:

Ms. Yemesratch Tewolde
United Nations Conference Centre
(UNCC)
Tel: +252 1 44 35 45
Fax: +251 1 51 48 74/51 31 55
e-mail: ytewolde@uneca.org

Sponsorship Opportunities

- Conference Bag
- Coffee Break
- Cocktail Reception

Exhibition Booth Package

Package includes:

- Fascia Label (Stand sign).
- Two complimentary identification badges.
- 60-word organizational profile in the final Conference Report.
- Shell scheme of 6 sqm.
- Spotlights.
- Table and two chairs.
- Counter cabinet.

Minimum Charges for standard Booth		Optional Equipment subject to additional cost	
International Companies	\$1250 per Booth	Brochure, Shelf	US\$ 12
UN, Government, IGO's	Free subject to availability	Brochure Rack Stand, Large	US\$ 24
International NGO's	\$1000 per Booth	Brochure Rack Stand, Small	US\$ 20
Local Companies	3000 Birr	Large Display Shelf	US\$ 30
Local NGO's	1000 Birr	Medium Display Shelf	US\$ 25

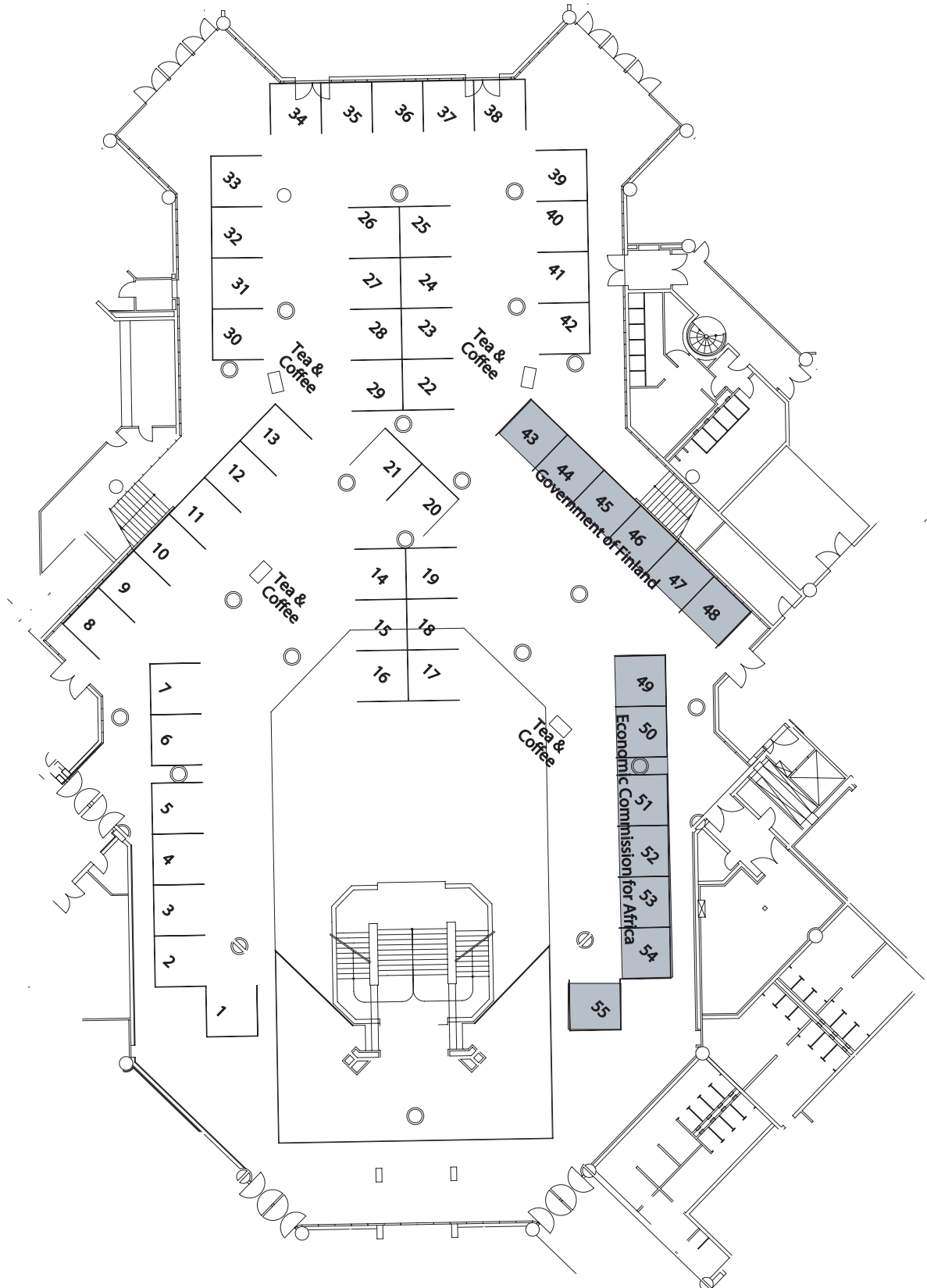
Prices apply for the duration of the Exhibition,

Program Outlines:

- April 23, 2005 1st Build up day
- April 24, 2005 2nd Build up day
Exhibitors' stand dressing
Final clean up
- April 25, 2005 Exhibitors take position
10:00 A.M: Exhibition opens
- April 25 – 28, 2005 Exhibition opens, each day (10:00 a.m. to 6:00 p.m.)
- April 29, 2005 (8:30 a.m. to 1:00 p.m.) Stand clearing by exhibitors
(2:00 p.m. onwards) Exhibition break down

Please refer to the floor plan to select your preferred position now!

*The latest information on available spaces are found at <http://www.uneca.org/codi/>
Stand numbers are allocated on first come first served basis. ECA will allocate the next available stand number if your two choices are already taken.*



1. 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, the Exhibitor 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.

2. Access to ECA

2.1 Badges

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 Centre. These will be issued at the UNCC during build-up (See Programme). Please complete personal details on the *Exhibitors Registration Form*.

2.2 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.

3. Your Exhibits

3.1 Shipping

All samples, brochures, posters, stand equipment, etc. 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:

CODI IV Exhibition

Stand Number:

Economic Commission for Africa (UNECA)

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 Centre (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 are closed 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. You will find below a list of the ECA contracted shipping and clearing agents.

United Packers and Movers

Tel. 251-1-22 80 90

Fax 251-1-22 80 90

Pan Afric Global P.L.C.

Tel. 251-1-51 62 50/51 70 92/15 32 43

Fax 251-1-51 52 59

Werteb Shipping and Transit Service P.L.C.

Tel. 251-1-50 41 81

Fax 251-1-50 45 90

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

3.2 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 your own independent insurance against loss. In our experience, cell phones, briefcases, cameras and handbags are most at risk. Please do not leave them on your stand.



Standard 6 sqm Exhibition Shell Scheme (booth)

4. Your Exhibition Stand

4.1 Stand Construction

a. Floor Covering

The Exhibition floors are brown marble and un-carpeted.

b. Floor Loading

The capacity is 500kg 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

4.2 Stand Dressing

The shell scheme consists of grey partition walls and fascia board 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.**

4.3 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.

4.4 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 authorities.

4.5 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.

General Information

1. Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have 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-Passer.

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 Ministry of Foreign Affairs and Immigration Authorities.

Please note that an Ethiopian visa costs US\$ 20 per person 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 gratis. Expenses incurred in connection with visa requirements are paid in US \$. No other currency is accepted. 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 Centre: (Fax: +251 1 51 48 74/51 31 55 e-mail: ccu@uneca.org).

2. Health care requirements

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.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hours medical services. Payments medical services must be made in cash at the visitor's cost. In case of medical or dental emergency, please call the reception desk at telephone numbers 44 55 02, 44 35 48, 44 31 35.

3. Currency/Banks

Currency: Birr

Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The official exchange rate as of January 2005 was \$US1.00 = Birr 8.65.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound. This Bank is open Monday – Friday, from 8:00 a.m. to 12: 30 p.m. and from 2 :00 p.m. 4 :00 p.m. There is also an authorized exchange centre (Forex) at the Sheraton Hotel. You can withdraw up

to \$500 equivalent in local currency using your Visa or Master Card from Dashen Bank at the Sheraton Hotel.

It is to be noted that acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry traveler's cheques and adequate cash in local currency.

4. 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 57/09 20 37 07/09 20 00 77
- **Gashem Travel** Tel: +251 1 15 89 32/09 25 04 68/ 09 20 12 39
- **Airlink** Tel: +251 1 44 36 10/1/2/3 and 09 250156

Ethiopian Airlines and Kenya Airways have offices at the ECA compound. Both airlines will also have travel desks in the Conference Centre for the entire period of the meeting.

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

5. Hotel Accommodation

At your request, accommodation can be reserved at the following hotels, provided we receive your request by 30 March 2005. All hotels will be expecting a final rooming list from ECA by 1 April 2005 after which, ECA will be subject to a cancellation penalty for rooms reserved and not utilized. Participants will be responsible for hotel accommodation costs and all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, additional meals such as lunch and dinner – these must be paid by participants directly to the hotel at checkout. The following hotels have been reserved for participants during the conference:

- Rates are inclusive of breakfast, service charge and VAT unless where indicated
- Rates are quoted on Single Rooms and Double Rooms basis.

1.	ATLAS Tel: 2511651	11 Single rooms 7 Double rooms	\$US 32 \$US 35
2.	AXUM Tel: 251 1651	7 Single rooms 11 Double rooms	\$US 30 \$US 34
3.	AIRPORT MOTEL Tel: 61 04 22	13 Single rooms 5 Double rooms	\$US 25 \$US 30
4.	BOLE INTERNATIONAL HOTEL Tel: 63 30 00	33 Single rooms 17 Double rooms	\$US 35 \$US 40
5.	CENTRAL SHOA Tel: 611454	36 Single rooms 35 Double rooms	\$US 30 \$US 35
6.	CLASSIC HOTEL Tel:61 35 98	16 single rooms 5 Double rooms	\$US18 \$US 21

7.	CONCORDE HOTEL Tel: 66 08 31	18 Single rooms 5 Double rooms	\$US 22 \$US 30
8.	ETHIOPIA Tel: 51 74 00	65 Single rooms 28 Double rooms	\$US 42 \$US 61
9.	GHION Tel: 51 32 22	94 Single rooms 68 Double rooms	\$US 52 \$US 56
10	GLOBAL Tel: 66 47 66	20 Single rooms 20 Double rooms	\$US 47 \$US 52
11.	HILTON Tel: 51 84 00	280 Single rooms	\$US109 (breakfast not included)
12.	HOTEL DE LEOPOL Tel : 50 77 77	16 Single rooms 22 Double rooms	\$US 50 \$US 70
13.	LALIBELLA Tel: 61 49 17	26 Single rooms 10 Double rooms	\$US 35 \$US 40
14.	MARIOT Tel: 63 05 00	12 Single rooms 10 Junior Suite	\$US 68 \$US 78
15.	MERIDIAN Tel: 61 50 50	18 Single rooms 10 Junior Suite	\$US 48 \$US 68
16.	NATIONAL Tel: 51 51 66	30 Single rooms 22 Double rooms	\$US 28 \$US 37
17.	PLAZA Tel: 61 22 00	27 Single rooms 12 Double rooms	\$US 35 \$US 40
18.	SHERATON ADDIS Tel: 17 17 17	200 Single rooms	\$US 133 (Individual) \$US 149 (Group) (Breakfast not included)
19.	WABESHEBELE Tel: 51 71 87	55 Single rooms	\$US 45
20.	YORDANOS Tel: 51 57 11	18 Single rooms 12 Double rooms	\$US 22 \$US 30

6. Transport

You will arrive at Bole International Airport, which is located just 5 kilometres from the centre of Addis Ababa. ECA will provide courtesy transport that will pick you from the Airport.

ECA buses will ferry participants back and forth from the hotel to the conference venue in the mornings and at the end of the daily sessions. ECA will not provide transport during lunch break.

7. Registration and Identification Badges

Participants are required to register and obtain identification badges prior to opening of the meeting. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, identification badges should be worn by all participants, at all time during the conference and at official social functions.

8. Conference Documents

Participants will be issued with documents of the meeting at the time of registration. Documents which participants wish to circulate, should be handed to the Secretariat. Participants are also advised to consult with the Secretariat on any matter pertaining to the issuance or distribution at the Meeting.

9. ICT Services

A Cyber Café will be available for participants in the UN Conference Centre. In addition, the UN Conference Centre and the ECA Campus are set up to provide Internet connectivity to WiFi-enabled laptops and personal computers; participants are free to take advantage of this service.

IT training and technical support are available through the ECA Help Desk (Phone: +251 1 44 31 23, e-mail: ihelpdesk@uneca.org). Technical support for presentations must be arranged in advance. Please be advised that Blackberry services are not available in Ethiopia.

10. Mobile Phone Services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime. The total package which costs \$US 50 and includes \$US 12 airtime.

Kindly note that participants coming from the United States of America can only use triband mobile handsets i.e. (900/1800/1900 MHZ).

11. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude: 2400 meters above sea level (higher than Mexico city). Safety standards are relatively good, but similar precautions as in other metropolitan cities should be taken. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

Right hand traffic rule applies. Regulations restrict certain areas from photography and movement in their vicinity after nightfall.

Additional information on Ethiopia and ECA can be found on the following websites:

<http://www.uneca.org>
<http://www.telecom.net.et>
<http://www.ethio.com>
<http://tour.ethiopianonline.net>

April is a dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during April is between maximum 25 degree Celsius and a minimum of 9 degree Celsius.

12. Electricity Supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket.

13. Guidelines for Personal Security and Safety of Participants

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the ECA premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this meeting would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are in the ECA premises

- Display your Conference Badges, on demand to an authorized person and wear it visibly;
- Do not leave bags and parcels unattended; this will be confiscated or destroyed;
- Display the vehicle passes issued;
- Do not bring unauthorized persons and children into the conference centre;
- Safeguard your valuable property;
- Check your documents and items before you leave conference halls and meeting rooms; and
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

If you are off the ECA Premises and in the Hotel:

- Upon entering or leaving your room, make it a habit to lock the door;
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc. have been left exposed;
- Deposit valuables or portable items at the reception desk and obtain a receipt;
- Do not open packages delivered to you unless you are expecting them; and
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

14. Additional Information

For additional information, regarding substantive issues of the CODI-IV Meeting, please contact:

1. Ms. Aida Opoku-Mensah

Officer in Charge
Development Information Services Division
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: 251 1 51 05 12
Tel: 251 1 51 14 08
E-mail: aopoku-Mensah@uneca.org

For general issues:

2. Mr. Makane Faye

Senior Regional Adviser
Development Information Services Division
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: 251 1 5105 12
Tel: 251 1 51 45 34
E-mail: mfaye@uneca.org

For any other issue pertaining to your meeting attendance, please contact:

- 3. Ms. Yemesratch Tewolde**
United Nations Conference Centre
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 48 74/51 31 55
Tel: +251 1 44 25 45
E-mail: ytewelde@uneca.org

For issues pertaining to your Exhibition and sponsorship, please contact:

- 4. Mr. Girma Dessalegn**
Exhibition Coordinator
Information Technology Centre for Africa
Development Information Services Division
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 05 12
Tel: +251 1 44 50 22
E-mail: gdessalegn@uneca.org
- 5. Mr. Dawit Isayas**
Sponsorship
Information Technology Centre for Africa
Development Information Services Division
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 05 12
Tel: +251 1 44 57 53
E-mail: disayas@uneca.org
- 6. Mr. Teshome Abebe**
Sponsorship
Geo Information Team
Development Information Services Division
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 00 12
Tel: +251 1 44 42 85
E-mail: tabebe@uneca.org

The Fourth Meeting of the Committee on Development Information (CODI-IV)
25-28 April 2005, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibitor Registration Form

Deadline 7 April 2005

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.
*The latest information on available spaces is found at <http://www.uneca.org/codi/>
Stand numbers are allocated on first come first served basis. ECA will allocate the next available stand number if your two choices are already taken.*

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

- 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 gdessalegn@uneca.org or fax it to: 251-1-510512 attn: Girma Dessalegn

SPONSORSHIP/HOSPITALITY

Please fill the form below if you are interested in increasing your visibility by sponsoring a CODI IV special function such as one of the following:

1. Conference bags:

- *It will have your logo at the back and the conference title, theme, date, and venue at the front.*

- *You may choose to sponsor partly.*

Quantity: _____ Please contact us to discuss.

2. Coffee Break

Date: _____ Morning

Afternoon

3. Cocktail reception

Date: _____

Signature: _____

Date: _____

Director/Principal

The Fourth Meeting of the Committee on Development Information (CODI-IV)
25-28 April 2005, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Stand Services Request

Deadline: 15 April 2005

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: _____
Director or Principal of
Exhibitor/ Organization

Date: _____

The Fourth Meeting of the Committee on Development Information (CODI-IV)
25-28 April 2005, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Equipment Request

Deadline: 15 April 2005

Stand Number: _____
(as approved)

Stand Name: _____

Stand Equipment

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

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: _____ Date: _____

Director or Principal of
Exhibitor/ Organization

The Fourth Meeting of the Committee on Development Information (CODI-IV)
25-28 April 2005, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Shipping Request

Deadline: 15 April 2005

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.

The Fourth Meeting of the Committee on Development Information (CODI-IV)
25 - 28 April 2005, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibition Service Request

Deadline: 15 April 2005

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