



Conference of African Ministers Responsible for Civil Registration

Addis Ababa, Ethiopia

13-14 August 2010

Exhibition Manual



Economic Commission for Africa

***Conference of African Ministers Responsible for
Civil Registration***

DATE: 13-14 August 2010

VENUE: United Nations Conference Centre (UNCC), Addis Ababa, Ethiopia

Exhibition Booth Package

Package includes:

- . •Fascia Label (Stand sign).
- . •Two complimentary identification badges.
- . •Shell scheme of 6 sqm.
- . •Spotlights.
- . •Table and two chairs.
- . •Counter cabinet.

Programme Outline:

9 August 2010

- 1st Build up day

12 August 2010

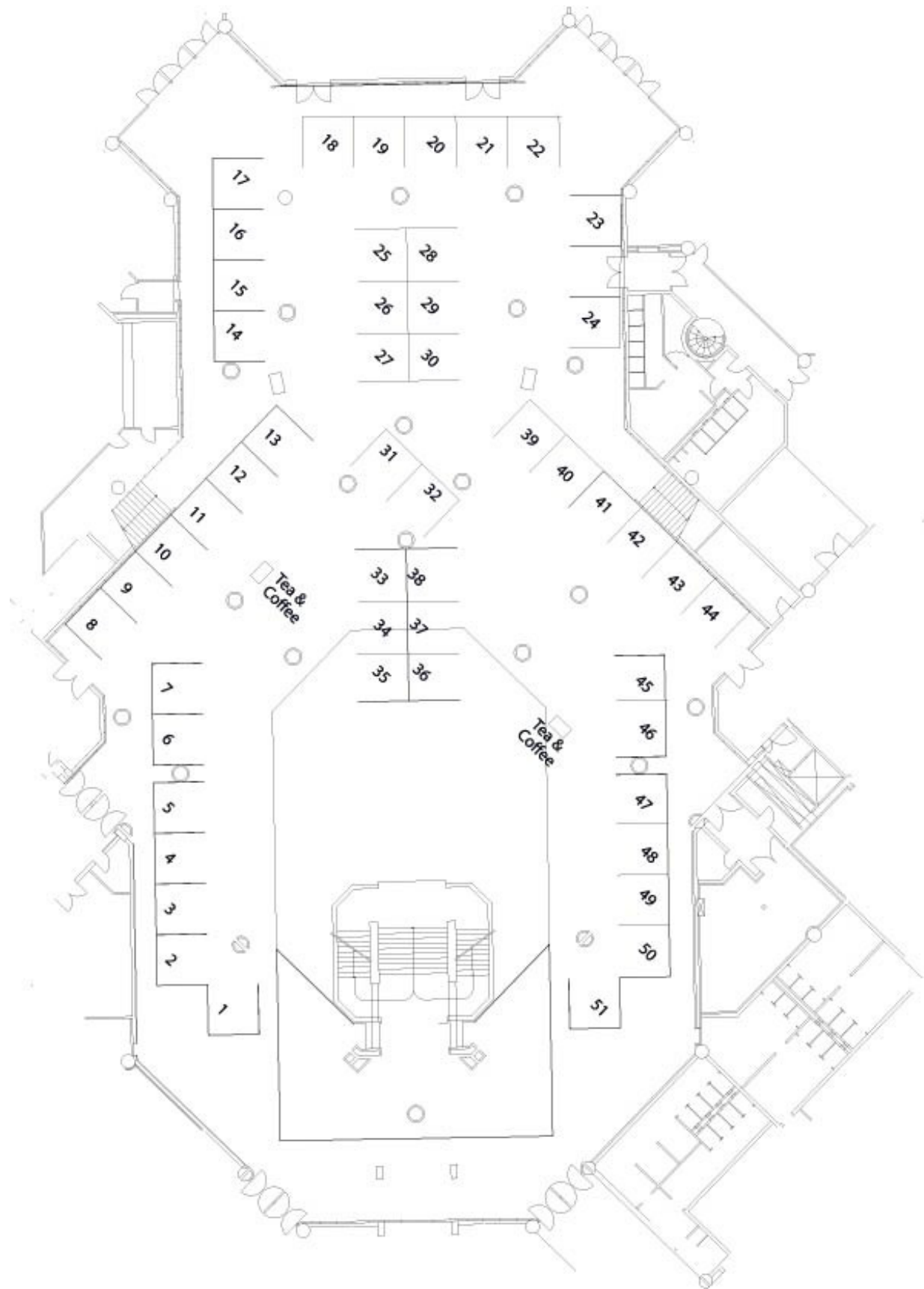
- 2nd Build up day
- Exhibitors' stand dressing
- Final clean up

13 – 14 August 2010

- Exhibition on display (each day opens 9:00 a.m. and closes 6:00 p.m.)

15 August 2010:

- 8:30 a.m. to 1:00 p.m. - Stand clearing by exhibitors
- 2:00 p.m. onwards - Exhibition break down



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 by 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. Please fill and return Form IV.

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:

Conference of African Ministers Responsible for Civil Registration - 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

3). Copies of the airway bill, invoices and packing list should be faxed in advance to:

Conference of African Ministers Responsible for Civil Registration - Exhibition

Fax: +251 115 510 512

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. 251-111 228 090

Fax 251-111 228 090

Pan Afric Global P.L.C.

Tel. 251-115 516 250/115 517 092/115 153 243 Fax 251-115 515 259

Werteb Shipping and Transit Service P.L.C.

Tel. 251-115 504 181 Fax 251-115 504 590

Packtra Pvt Ltd Company

Tel. 251-115 519 723 Fax 251-115 513 788/115 519 637

Safe Transit

Tel. 251-115 520 721 Fax 51-115 513 444

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.

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 size Stands are only available in multiples of standard booth size. Their positioning will be at the discretion of UNCC Exhibition Management



Standard 6 sqm Exhibition Shell Scheme (booth)

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 2). **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 declines 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 (Fax: +251 115 510 389 e-mail: tbelay@uneca.org or efisseha@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 to 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 011 544 5502, 011 544 3548, 011 544 3135.

3. Currency/Banks

Currency: Birr

Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies. The official exchange rate during July 2010 was around \$US1.00 = Birr

13.55

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 Card from Dashen Bank at the Sheraton or Hilton Hotels.

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:

•Gashem Travel Tel: +251 11 515 8932/091125 0468/ 091120 1239

Ethiopian Airlines and Kenya Airways have offices at the ECA compound.

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

5. Transport

You will arrive at Bole International Airport, which is located just 5 kilometers 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 selected hotels to the conference venue in the mornings and at the end of the daily sessions. ECA will not provide transport during lunch break.

6. 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.

7. 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.

8. 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: +251 115 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.

9. 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).

10. 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. August is a rainy season in Ethiopia.

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

<http://www.uneca.org>

<http://www.ethionet.et>

11. Electricity Supply

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

12. 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.

13. Additional Information

For additional information, regarding substantive issues of the Conference, please contact:

1. Ms. Fatouma Sissoko

Statistician
African Centre for Statistics
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Tel: +251 115 443503
Fax: 251 115 51 03 89
E-mail: fsissoko@uneca.org

2. Mr. Genene Bizuneh

Consultant,

AfDB and African Centre for Statistics
Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: 251 115 51 03 89
Tel: 251 115 44 3602
E-mail: gBizuneh@uneca.org

For issues pertaining to your Exhibition, please contact:

3. Mr. Tesfaye Belay

Exhibition Coordinator
African Centre for Statistics
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 115 51 03 89
Tel: +251 115 44 34 61
E-mail: tbelay@uneca.org

4. Mr. Gulilat Tesfaye

Documentation
African Centre for Statistics
Economic Commission for Africa
P.O.Box 3001
Addis Ababa, Ethiopia
Fax: +251 115 51 03 89
Tel: +251 115 44 33 18
E-mail: gtesfaye@uneca.org

Form I

Conference of African Ministers Responsible for
Civil Registration
13-14 August 2010, Addis Ababa, Ethiopia
United Nations Economic Commission for Africa

Exhibitor Registration Form

Deadline: August 3 2010

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.

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 tbelay@uneca.org or fax it to:
251-11-5510389 attn: Mr. Tesfaye Belay

Form II

Conference of African Ministers Responsible for
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United Nations Economic Commission for Africa

Exhibition Stand Services Request

Deadline: August 3 2010

Stand Number: _____

(As confirmed)

Organization: _____

First Name: _____ Last Name: _____

Telephone: _____ Fax: _____

(Country City Local)

(Country City Local)

E-mail: _____

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

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13-14 August 2010, Addis Ababa, Ethiopia

United Nations Economic Commission for Africa

Exhibition Shipping Request

Deadline: August 3 2010

Please complete the form and Send to: Email: tbelay@uneca.org or Fax: 251 115 51
0389 Attn: Mr. Tesfaye Belay

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 the Exhibition 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.

Form IV

Conference of African Ministers Responsible for
Civil Registration

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United Nations Economic Commission for Africa

Vehicle Pass Request

Deadline: August 3 2010

Please complete the form and Send to: Email: tbelay@uneca.org or Fax: 251 115 51
0389 Attn: Mr. Tesfaye Belay

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Complete to apply (maximum 2)

Make	Color	Registration No.	Driver's Name