

Conference and Exhibition Manual

Table of Content

1. Background of the Conference

1.1. Rationale	1
1.2. Objective of the Conference	1
1.3. Conference thematic Issues	2
1.4. Conference partners	2

2. Exhibition Guide

2.1 Contact addresses	3
2.2 Sponsorship opportunities	4
2.3. Exhibition booth package and charges for standard booth	5
2.4 Program outlines	7
2.5 Exhibitions and advertising	7
2.6 Indemnity	7
2.7 Access to ECA	7
2.8 Your exhibits	8
2.9 Your exhibition stands	9

3. General information

3.1 Immigration requirements	10
3.2 Airlines reservations	11
3.3 Hotel accommodations	11
3.4 Currency/Bank	12
3.5 Transport	13
3.6 Registration and identification badges	13
3.7 Conference documents	13
3.8 General information	13

Annex

Registration forms	15
--------------------------	----

1. Background of the Conference

1.1 Rationale

Groundwater represents a major source of water for drinking and industrial uses. It also contributes a considerable share to irrigated agriculture. Although the primary focus of this Conference is Ethiopia, partners from around the world are invited to present their cases and share experiences for mutual benefits.

Over 70% of Ethiopia's drinking water comes from shallow and deep Groundwater sources. The situation is similar in a number of other countries. Yet, Groundwater management - mapping, investigation, development, administration, conservation, protection, control and utilization is not adequately developed.

In Ethiopia and many other countries, Groundwater Development is characterized by:

- ◆ High cost of sinking wells (Cost is extremely high in Ethiopia);
- ◆ Unsatisfactory well development and inadequate exploration;
- ◆ Selection of wrong, and, sometimes, inappropriate technology;
- ◆ Lack of appropriate institutional arrangements for Groundwater Management. Where these arrangements exist, they usually do not address the issues in a coherent and holistic manner; and,
- ◆ The fact that although Groundwater Development consumes large resources, its sustainability is low.

Therefore, the challenge facing the water sector, (as far as Groundwater is concerned), at this point in time is "How to develop and utilize Groundwater that is affordable, efficient, effective, reliable and sustainable."

1.2 Objectives of the Conference

The Conference will address relevant issues in the areas of mapping, investigation, development, administration, conservation, protection and utilization i.e. management of Groundwater resources to improve effective use for drinking and in pursuit of meeting the water supply targets of the Millennium Development Goals (MDGs).

The main objectives are to:

- ◆ Share ideas, experiences, new developments, and practices for Groundwater Management (GWM) among sector practitioners;
- ◆ Highlight the importance of Groundwater in socio-economic development to Governments, the general public, the private sector, External Support Agencies, NGOs;
- ◆ Identify, address and discuss the problems associated with sustainable GWM;
- ◆ Familiarize all concerned stakeholders on latest technologies and products;
- ◆ Promote the formation of coordination mechanisms for GWM at national, regional and global levels;
- ◆ Promote future information exchange and continued discussions on GWM, through among others, networking and utilizing the opportunities of the remarkable advances in digital and communications technology;
- ◆ Possibly, initiate a Journal to be shared among professional and trades-level associations in some countries.

1.3 Conference thematic issues

The Conference will address the following thematic issues:

- ◆ Assessment, inventory and mapping of Groundwater resource potentials and development activities in Ethiopia;
- ◆ Networking and information exchange on new Groundwater development technologies and best practices;
- ◆ Sustainable Groundwater management and preparedness to respond to the looming regional droughts;
- ◆ Implementation and monitoring guidelines and standards for the development of Groundwater resources;
- ◆ Environmental and socioeconomic considerations in developing Groundwater resources vis-à-vis increasing access to water supply;
- ◆ Institutional and legal aspects of Groundwater management and administration;
- ◆ Participatory management of Groundwater resources in Ethiopia;
- ◆ The economics of Groundwater development and management;
- ◆ Capacity building in Groundwater development and management.

1.4 Conference Partners

1. Federal Democratic Republic of Ethiopia-Ministry of Water Resource
2. United Nations Children's Fund (UNICEF)
3. Economic Commission for Africa (ECA)
4. UN Water –Africa.
5. United Nations Development Programme (UNDP)
6. Geological Survey of Ethiopia (GSE)
7. World Bank Group
8. Water and Sanitation Programme- Africa Group (WSP-AF)
9. United Nations Environment Programme (UNEP)
10. United Nations Education, Scientific and Cultural Organization (UNESCO)
11. Hand pump Technology Network (HTN)

2. Exhibition Guide

The International Conference and Exhibition on Groundwater in Ethiopia is the platform event drawing together key stakeholders and providing corporations and other organizations with the opportunity to showcase their goods or services at an exhibition, which will run parallel with 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:

2.1 Contact Addresses

1. Mr. Sahle Sisay

Conference Organizing Secretariat
New Millennium Consulting Engineers PLC
P.O. Box 7271
Addis Ababa, Ethiopia
Fax: +251 1 421914
Tel: +251 1 421914
+251 1 407093
+251 1 407094
E- mail: Sahle@telecom.net.et, Sahles2@hotmail.com

2. Ms. Wossen Mulatu

Conference Organizing Secretariat
UNICEF –Ethiopia
P.O.Box 1169
Fax: +251 1 51 16 28
Tel: +251 1 44 42 79
E-mail: wmulatu@unicef.org

3. 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 32 51
E-mail: gasmare@uneca.org

4. Ms. Mekaleya Lakew

Sponsorship and exhibition
United Nations Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 03 65
Tel: +251 1 44 50 98
E-mail: mlakew@uneca.org

5. Ms. Aster Gebremariam
UN-Water/Africa Secretariat
United Nations Economic Commission for Africa
P.O. Box 3001
Addis Ababa, Ethiopia
Fax: +251 1 51 03 50
Tel: +251 1 44 53 54
E-mail: agebremariam@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

2.2 Sponsorship Opportunities

The International Conference and Exhibition on Groundwater in Ethiopia, provides an effective opportunity for sponsoring companies to gain additional exposure and promote their product/service to a focused audience besides networking with the participants who include government officials, senior decision makers, management executives and engineers from the industry and the utilities.

Sponsors are assured of full visibility with printing of their names on proceedings, banners and will have the privilege of presentation/ display of their products during the Conference. The logo and name of the Sponsor will also feature on the conference website-<http://www.uneca.org/groundwater> in the 'Conference Sponsors category. The various Sponsorship opportunities are:

1. Technical Organization:	<input checked="" type="checkbox"/>	(sponsored by UNICEF)
2. Conference Facility:	<input checked="" type="checkbox"/>	(sponsored by UNECA)
3. International Conference Advisor/Facilitator:	<input type="checkbox"/>	\$20,000.00
4. Sponsoring participants:	<input type="checkbox"/>	(Regist. fee + Ticket + DSA)
5. Sponsoring Exhibitors :	<input type="checkbox"/>	(pls. refer to page 5)
6. Transport and Protocol cost :	<input type="checkbox"/>	\$ 35,000.00
7. Report printing and dissemination :	<input type="checkbox"/>	\$ 15,000.00
8. Conference bags:	<input type="checkbox"/>	\$ 20,000.00
9. Banners:	<input type="checkbox"/>	\$ 9,000.00
10. Cultural show:	<input type="checkbox"/>	\$ 9,000.00
11. Conference reception:	<input type="checkbox"/>	\$ 8,000.00
12. Others please specify: _____		

2.3 Exhibition Booth Package and charges for standard booth

Package includes:

- ◆ Fascia Label (Stand sign).
- ◆ Two complimentary identification badges.
- ◆ Free registration as participant at the Conference.
- ◆ 60-word organizational profile in the final Conference Report.
- ◆ Editorial Entry in Exhibition Guide.
- ◆ Shell scheme of 9 sqm
- ◆ Spotlights.
- ◆ Table and two chairs.
- ◆ Counter cabinet.



Charges for standard Booth

Registration charges: for early registration before April 30, 2004	Registration charges: for late registration April 30-May 10, 2004
International Companies \$ 2,000 per Booth	International Companies \$ 2,400 per Booth
Local Companies \$ 1,000 per Booth	Local Companies \$ 1,200 per Booth
UN, Government, IGO's \$ 1,500 per Booth	UN, Government, IGO's \$ 1,800 per Booth
International NGO's and Institutes \$ 700 per Booth	International NGO's and Institutes \$ 840 per Booth
Local NGO's \$ 500 per Booth	Local NGO's \$ 600 per Booth

Charges for open yard booth for heavy machinery to last for maximum 7 days, i.e. from 23-29 May 2004.

\$ 3/m²/day (Before April 30, 2004)

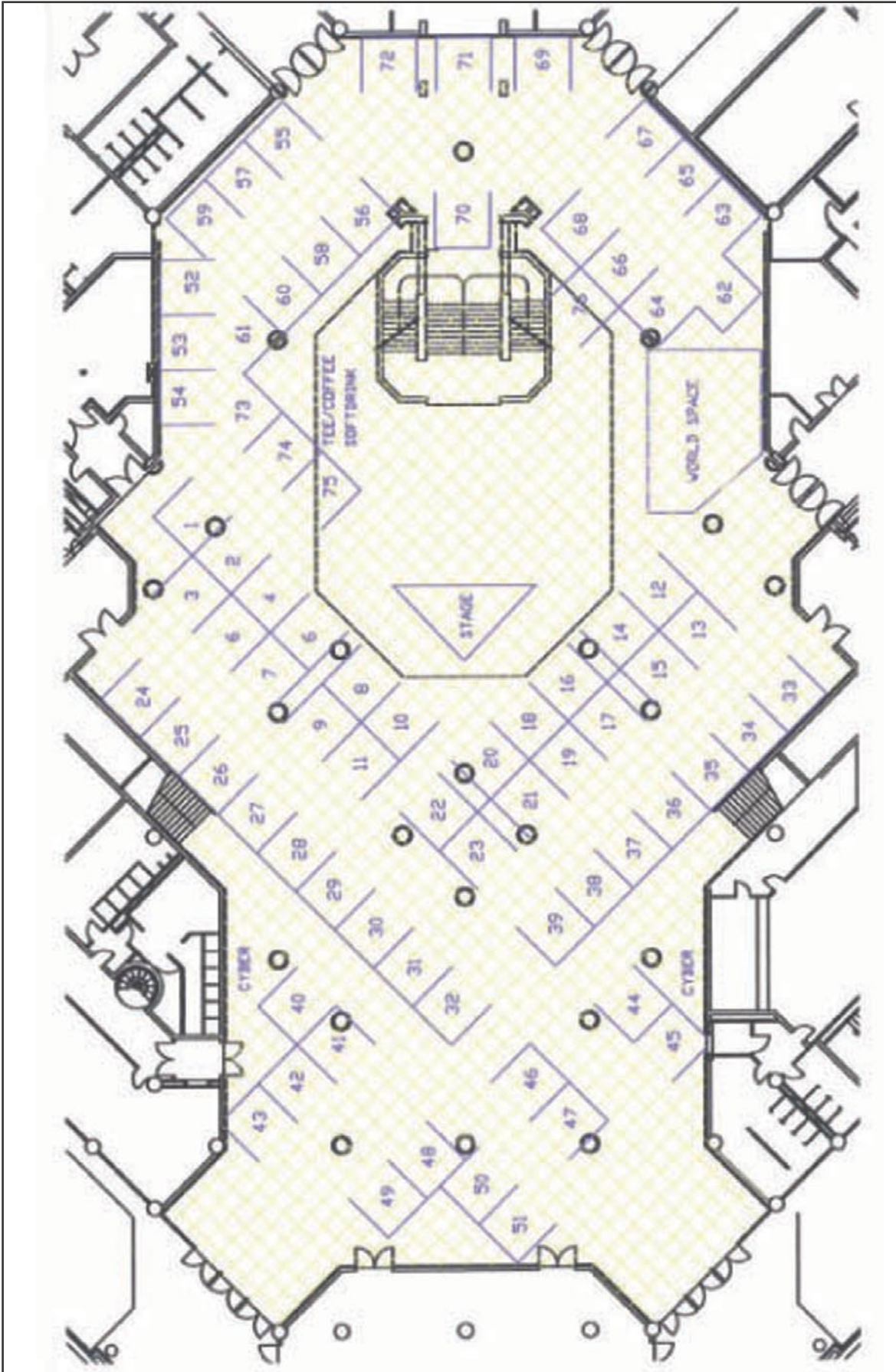
\$ 4/m²/day (After April 30-May 10, 2004)

Note: Any explanation on the space and available facilities can be enquired from Mr. Getachew Asmare on the address in the manual.

Cancellation fee: 50% will be refund before May 10, 2004 .

* Prices apply for the duration of the Exhibition, 1 day prior to closing (maximum 4days)

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



2.4 Programme Outlines:

May 21, 2004	1 st Build up day
May 22, 2004	2 nd Build up day
May 23, 2004	3 rd Build up day A.M. Registration at UNCC-AA P.M Briefing at UNCC-AA
May 24, 2004	Exhibitors take position 10:00 A.M.: Exhibition opens
May 25-27, 2004	Exhibition opens, each day (10:00 am to 6:00pm)
May 28, 2004	(8:30 am to 1:00 pm) stand clearing by exhibitors (2:00 pm onwards) Exhibition shuts down

2.5 Exhibitions and Advertising

An Exhibition Guide with organizational profiles and list of exhibitors will be prepared. Deadline to submit profile is April 20, 2004. For details of Sponsor privileges, facilities, entitlements and fees for various sponsorship options, please contact Mr. Getachew Asmare at gasmare@uneca.org.

2.6 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.

2.7 Access to ECA

2.7.1. 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 Center. These will be issued at the UNCC during build-up (See Program). Please complete personal details on the Exhibitors Registration Form.

2.7.2. 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.

2.8 Your Exhibits

2.8.1. 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:

ICEGE

Stand Number:.....

Economic Commission for Africa (UNECA)

Menelik II Avenue

Addis Ababa, Ethiopia

The ECA Shipping departments 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 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 shipping and clearing agents.

United Packers & 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

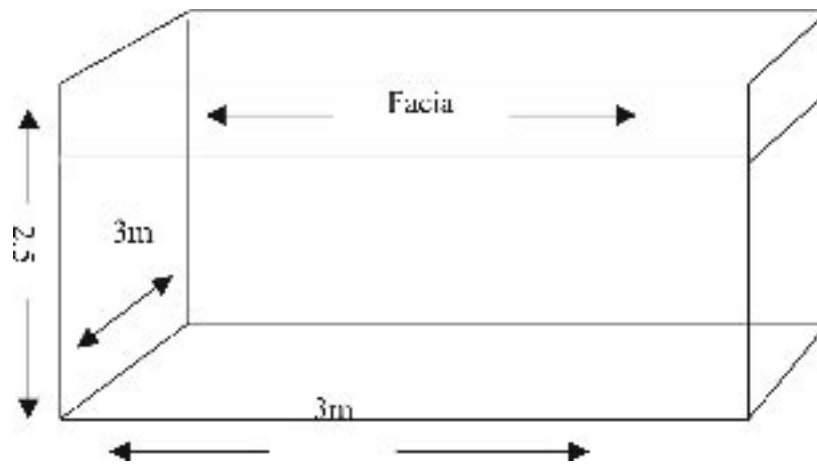
Tel: 251 1 52 07 21

Fax: 251 1 51 34 44

2.8.2 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.

2.9 Your Exhibition Stand



Standard 9 sqm Exhibition Shell Scheme (booth)

2.9.1. Stand Construction

a. Floor Covering

The Exhibition floors are brown marble and un-carpeted.

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 volt

Please note:

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

2.9.2. 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.

2.9.3. 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.

2.9.4. 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.

2.9.5. 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.

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

3. General Information

3.1. 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-Passez.

If your country does not have an Ethiopian Diplomatic Mission, UNICEF 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 UNICEF 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 carry your letter of invitation on you as this document is needed when facilitating 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 United Nations Children's Fund: (Fax: +251 1 51 16 28 e-mail: wmulatu@unicef.org).

3.2. 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 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
- ◆ 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 United Nations Conference Center in Addis Ababa during the Conference. Their telephone number in Addis Ababa is: +251 1 61 56 00/ 61 61 61.

3.3. Hotel Accommodation

Hotel booking arrangements will be made by UNICEF upon request 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 April 20, 2004 or reserve directly quoting the events name to obtain special rates.

National Hotel

(0.25 km Walking distance to ECA)

Tel: +251 1 51 51 66
Fax: +251 1 51 34 17

Single Room	US\$ 30.00
Executive Double	US\$ 38.00

Hilton Hotel

(0.3 km Walking distance to ECA)

Tel: +251 1 51 84 00
Fax: +251 1 51 00 64
Sal_addis-ababa@hilton.com
www.hilton.com

Single Room	US\$ 85.00
Executive Double	US\$135.00

Sheraton Hotel

(1.5km Walking distance to ECA)

Tel: +251 1 17 17 17
reservationsaddisethiopia@luxurycollection.com

	UN Rate
Single Room	US\$ 106.00
Double Room	US\$ 177.00

Yordanos Hotel

(1.65km Walking Distance to ECA)

Tel: +251 1 51 57 11
Fax: +251 1 51 66 55

Single Room	US\$ 25.00
Double Room	US\$ 35.00

Ghion Hotel

(1.75 km distance from ECA)

Tel: +251 151 32 22
Fax: +251 1 50 51 50

Single Room	US\$ 48.00
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\$ 32.00
Double Room	US\$ 43.00

3.4. 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 on how much you can bring into the country. Ethiopian currency is denominated in "Birr" and "Cents". The bank rate of exchange varies. The UN official rate as of March 2004 was US\$ 1.00 = Birr 8.63.

Currency changed into Birr at the Commercial Bank on the ECA compound, may be reconverted only

at that branch of Commercial Bank, and not exceeding the originally converted amount. Acceptance of credit card is limited to few hotels and restaurants. It is therefore advisable to carry other means of exchange (traveler cheques) and adequate local cash.

3.5. Transport

You will arrive at Bole International Airport, which is located just 5 kilometers from the Centre of Addis Ababa. Please note that only certain Hotels have transport for arriving guests, but there are taxis readily available to reach your Hotel or city destination. Hotels will be able to provide transfers back to the airport on return. Participants are required to notify their respective hotel of their departure date and time 24 hours in advance to ensure the necessary arrangements are made.

Buses will be arranged to transfer participants from hotels to the Conference Center in the mornings and back to their hotels at the end of the day's session. No transfers will be provided during lunch break.

3.6. Registration and Identification Badges

Participants are required to register and obtain Identification Badges prior to the opening of the meeting (participants can register online by going to <http://www.uneca.org/groundwater>). 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 during the Conference and at official social functions.

3.7. Conference Documents

Participants will be issued copies of Conference documents at the time of registration. Participants are advised to consult with the Secretariat on any matter pertaining to the issuance or distribution of documents at the Meeting.

3.8. 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.

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

<http://www.uneca.org/groundwater>

<http://www.telecom.net.et>

<http://ethio.com>

<http://www.tourethio.com>

<http://www.ethiosearch.com/ethiosearchale>

<http://www.tourismethiopia.org>

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

Form one

**International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)**

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 hominy Stand Module you wish to merge.

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

First Name: _____ Family name: _____

Gender: M _____ F _____

Position: _____

Organization: _____

Address: _____

City: _____

Country: _____

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

E-mail: _____

Attending: Yes _____ No _____

Persons in Attendance

1. First Name: _____ Family Name: _____

Indicate if same as above: _____

2. First Name: _____ Family Name: _____

Multiple Stand Occupancy

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

(Subject to confirmation)

Name of Company/ Organization -----

Hotel Booking Details:

Please provide us with your basic requirements if you require assistance with your booking or book directly quoting “International Conference on Groundwater Development in Ethiopia” (ICGWD) to obtain UN preferential rates.

Deadline for the hotel booking is March 20, 2004.

Hotel Name: _____

Number of Rooms: _____ Room type: Single: _____ Double: _____

Arrival Date: _____ Departure Date: _____

Number of Nights: _____
(Per room)

Travel Details:

Air Line: _____

Flight Number: _____

Departure Port: _____

Departure:

Date: _____ Time: _____

Arrival:

Date: _____ Time: _____

Addis Ababa
International

Return Flight:

Date: _____ Time: _____

Addis Ababa
International

Air Line: _____ Flight Number: _____

Passport Details:

(Only for those persons requesting visas on arrival at Addis Ababa International)

	1.	2.
Name of Passport Holder:	_____	_____
Passport Nationality:	_____	_____
Passport Number:	_____	_____
Place of Issue:	_____	_____
Date of Issue:	_____	_____
Expiry Date:	_____	_____
Return Visa Number: (Country of Origin)	_____	_____
Valid: Yes:	_____	No: _____
	Yes: _____	No: _____

Indemnity

We hereby indemnify ECA from and against any customs levy, fine or other payment which may be incurred on our behalf

Date: _____ Signature: _____
(Director/ Principal)

Please send this registration form to:

New Millennium Engineers PLC.
P.O. Box 7271
Addis Ababa, Ethiopia
Fax: +251 1 421914
Tel: +251 1 421914
+251 1 407093
+251 1 407094
E- mail: Sahle@telecom.net.et
Sahles2@hotmail.com

UNICEF
E-mail: wmulatu@unicef.org
Fax: 251-1-511628 or 251-1-517111
P.O.Box: 1169

Thank you,

Form two

**International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)**

Exhibition Stand Services Request

Deadline: April 20, 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 name board, in capital letters. This should be identical or similar to the name in the exhibition guide.

Name to appear on name board (maximum 20 characters)

Name: _____ Date: _____
Director or Principal of
Exhibitor/ Organization

2.2 Advertising

Exhibitors are welcome to advertise in the **ICEGE Guide** at a fee:
Advertising Rates:

	Black & White	Color
<input type="checkbox"/> Whole Page (A5):	US\$ 350	US\$ 500
<input type="checkbox"/> Half Page:	US\$ 250	US\$ 400
<input type="checkbox"/> Quarter Page:	US\$ 150	US\$ 250

Please indicate if you wish to advertise:

I wish to advertise. Please contact me to discuss details.

Name: _____ Date _____
Director or Principal of
Exhibitor/ Organization

Form four

**International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)**

Exhibition Equipment Request

Deadline: April 20, 2004

Stand Number: _____
(as confirmed)

Stand Name: _____

3. Stand Equipment

- | | |
|---|----------|
| 3.1 VCR Video Recorder (PAL system) &
Rate for Exhibition Period & TV Monitor <input type="checkbox"/> | US\$ 150 |
| 3.2 LCD Data Projector: <input type="checkbox"/> | US\$ 150 |
| 3.3 Computer (CPU, Monitor, Keyboard): <input type="checkbox"/> | US\$ 75 |
| 3.4 Printer for Computer: <input type="checkbox"/> <input type="checkbox"/> | US\$ 25 |
| 3.5 Internet Connection : <input type="checkbox"/> | US\$ 80 |

4. Stand Accessories:

(if available/ price for duration of exhibition)

- | | |
|---|---------|
| 4.1 Suspended Brochure Shelf (2/3 shelf) <input type="checkbox"/> | US\$ 12 |
| 4.2 Brochure Rack, Large <input type="checkbox"/> | US\$ 24 |
| 4.3 Brochure Rack, Small <input type="checkbox"/> | US\$ 20 |
| 4.4 Display Shelf (on castors), Large <input type="checkbox"/> | US\$ 30 |
| 4.5 Display Shelf (on castors), Small <input type="checkbox"/> | US\$ 25 |
| 4.6 Extra chair <input type="checkbox"/> | US\$ 5 |
| 4.7 Extra Table <input type="checkbox"/> | US\$ 10 |

Name: _____

Date: _____

Director or Principal of
Exhibitor/ Organization

Form five

**International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)**

Exhibition Shipping Request

Deadline: April 20, 2004

Please complete the form and return to or you could fax this form to the Exhibition Coordinator, Mahder Yilma on +251 1 51 48 74

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 and 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

**International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)**

Exhibition Service Request

Deadline: April 20, 2004

Stand Number: _____
(As confirmed)

Stand Name: _____

5. Onsite Service

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

5.1 Security

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

5.2 Florist

Please arrange with authorized contractor onsite (at your expense)

5.3 Photographer

Please arrange with authorized contractor onsite (at your expense)

5.4 Catering

Please arrange with authorized contractor onsite (at your expense)

5.5 Stand Cleaning

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

5.6 Vehicle Passes

Complete to apply, (maximum2)

Make	Color	Registration No.	Driver

Name: _____ Date: _____

Director or Principal of
Exhibitor/ Organization

International Conference and Exhibition on Groundwater in Ethiopia
25-27 May 2004, Addis Ababa, Ethiopia
United Nations Conference Centre (UNCC)

Conference Registration Form For Participants

Please print

1. First Name: ----- Family Name: -----

2. Gender Male Female

3. Position -----

4. Organization-----

5. Address -----

City -----

Country -----

Telephone -----

Fax -----

E-mail -----

5. Registration fee: Participants (International) \$USD 100
 Participants (Local) \$USD 50
 Students \$USD 10

- Address for Dollar account ...

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
Description: “Panafcon Trust Fund -Ground Water”

- Address for Birr account ...

Account Holder: UNICEF
Account Number: CBE-ECA Branch 0171816607600

Note: **Remitter Name** should be clearly indicated; otherwise we will not be able to trace the transfer.