

AFRICAN UNION

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Website: www.Africa-union.org

African Union
Science, Technology and Innovation Exhibition
with the Technical Support of the
Economic Commission for Africa

25-30 January 2007
Addis Ababa, Ethiopia

Exhibition Manual



**African Union
Science, Technology and Innovation Exhibition
with the Technical Cooperation of the
Economic Commission for Africa**

25-30 January 2007

The African Union has adopted the theme “Science, Technology and Research for Africa’s socio-economic development” for the January 2007 Summit of Heads of State and Government. This presents the AU an opportunity to focus on the role that S&T and innovation can play towards Africa’s socio-economic development. Key issues for consideration are Africa’s capacity to use S&T for socio-economic development; Africa human capacity in S&T and funding for S&T.

The UN Economic Commission for Africa (ECA) promotes the use of science, technology and innovation for Africa’s development, through policy analysis, advocacy and capacity building of its member States. ECA is also a bridge that brings emerging global UN issues on S&T to Africa, and takes Africa’s S&T issues to the UN. It achieves its objectives through alliances and partnerships, most notably with the AU, the ADB and with African S&T communities and networks of Centres of Excellence. The recent repositioning of ECA to better serve Africa’s development needs has created a new, focused Division of ICT, Science and Technology (ISTD), thus aligning S&T more closely with our partners for enhanced collaboration.

S&T funding in Africa is still lower than the 1%GDP as approved by the AU Summit in 2003 even in the richer countries. It seems the problem of funding is not so much a question of limited availability funds but the conviction in the value of such an investment. The return on the investment in S&T is not appreciated by the policy makers and even African industry. The challenge therefore is demonstrated by the means of few examples African S&T innovative projects that have socio-economic impact on the ground.

It is towards this demonstration that the Department of Human Resources Science and Technology and the ICT, has organized an exhibition of innovative African projects that can highlight the return on investment in S&T and innovation in Africa with the technical cooperation of the ECA. The exhibition will run in parallel with the 2007 Summit of Heads of States and Governments.

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
ICT and Science and Technology Division
Economic Commission for Africa
Fax: +251 11-551-0512
Tel: +251 11-544-5022
E-mail: gdessalegn@uneca.org

Or

Mr. Hemant Sunth
Department of Human Resources Science and Technology
African Union Commission
Tel: (+251-11)- 551 0289
Fax: (+251-11)- 551 3782
E-mail: sunthh@africa-union.org

1. OBJECTIVES OF THE EXHIBITION

- a. To show case innovative S&T projects in AU member States
- b. To demonstrate the role that S&T can play in Africa's socio-economic development
- c. To demonstrate the potential investment return in S&T and innovation
- d. To encourage African policymakers to invest in science education
- e. To encourage African youth to take up careers in S&T
- f. To encourage skills and capacity building in S&T

2. TERMS AND CONDITIONS FOR PARTICIPATION

- g. **Application for participation:** Interested exhibitors need to fill and return the registration form, which can be downloaded from the AU and ECA websites. The invitation and the relevant forms will also be channeled through AU and ECA partners such as ICSU African Office, African Academy of Sciences, UNESCO's ANSTI, Ministries and Councils of S&T, National Intellectual Property Offices and the AU and ECA Databases of Scientists.
- h. **Selection of Participants:** Officers of the AU and ECA will make a short list of potential exhibitors. A selection team composed of AU and ECA officers as well as other experts will select the potential participants.
- i. **Criteria for selection:** The following are the criteria to be used:
 - i. Does the project/innovation address a significant African problem?
 - ii. Is the innovation applicable in many African contexts?
 - iii. Does the innovation generate a significant income?
 - iv. How many staff is employed in the project?

- v. Does the project/innovation has world export potential?
 - vi. If possible exhibitors will be representative of the 5 AU regions
- j. **Allocation of exhibition Space:** Exhibition space will be made available at the ECA exhibition hall in Addis Ababa. Each participant will be allocated a space of 6sqm (2mx3m). A total number of 51 exhibitions will be mounted. As this is the first AU/ECA S&T Exhibition, mounting of an exhibition will be free.

3. Exhibition Booth Package

Shell scheme of 6 sqm (3mx2m).
 Fascia Label (Stand sign).
 Two complimentary identification badges.
 60-word organizational profile in the Exhibition Guide.
 Spotlights.
 Table and two chairs.
 Counter cabinet.

4. Program Outlines:

January 23, 2007 1st Build up day

January 24, 2007 2nd Build up day
 Exhibitors' stand dressing
 Final clean up

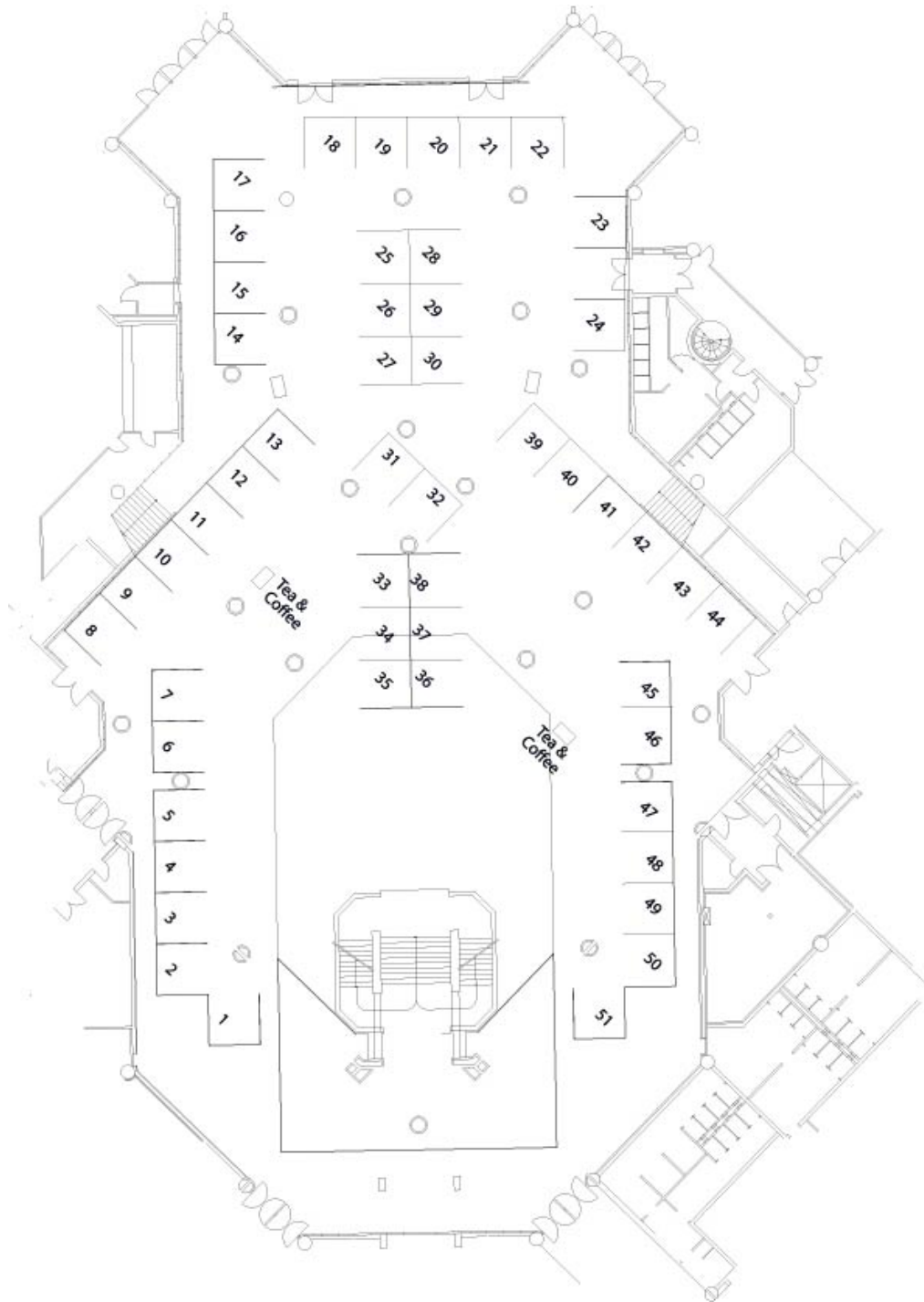
January 25, 2007 Exhibitors take position
 10:00 A.M: Exhibition opens

January 26-30, 2007 Exhibition opens, each day (10:00 a.m. to 6:00 p.m.)

January 29, 2007 Exhibition Officially opened, by a Head of State

January 31 2007 (8:30 –1:00) Stand clearing by exhibitors
 (2:00 p.m. onwards) Exhibition break down

5. Floor Plan of the Exhibition Area



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

*The latest information on available spaces is found at http://www.uneca.org/sti_2007
Stand numbers are allocated by AU and ECA on first come first served basis for those who meet the selection criteria indicated above.*

6. Indemnity The African Union (AU) and 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 AU and 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).

7. Access to ECA

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

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 (Annexed).

8. Your Exhibits

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:

Joint AU-ECA Science, Technology and Innovation 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 11 551 3155;

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. A list of local shipping and clearing agents are provided below:

United Packers and Movers

Tel. 251-11-122 8090

Fax 251-11-122 8090

Pan Afric Global P.L.C.

Tel. 251-11-551 6250/551 7092/515 3243

Fax 251-11-551 5259

Werteb Shipping and Transit Service P.L.C.

Tel. 251-11-550 4181

Fax 251-11-550 45 90

Packtra Pvt Ltd Company

Tel. 251-11-551 9723

Fax 251-11-551 3788/551 9637

Safe Transit

Tel. 251-11-552 07 21

Fax 251-11-551 34 44

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. Carry these items with you at all times.

9. Your Exhibition Stand



Standard 6 sqm Exhibition Shell Scheme (booth)

9.1 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 the Exhibition Management.

9.2 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.**

9.3 Stand Safety and Security

AU and ECA reserve 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.

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 local authorities.

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

Please note that an Ethiopian visa costs 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 gratis. Expenses incurred in connection with visa requirements are paid in local currency, which can be obtained from the Commercial Bank of Ethiopia 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 Centre: (Fax: +251 11 551 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 011 544 5502, 011 544 3548, 011 544 3135.

3. 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 « centimes ». The bank rate of exchange varies.

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. Currency changed into Birr at the Commercial Bank in the ECA compound may reconverted only at that Commerical Bank, and not exceeding the original converted amount. 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 other means of exchange (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 11 544 31 57/+251 911 120 3707/+251 911 120 0077

Gashem Travel Tel: +251 11 515 8932/+251 911 125 0468/ +251 911 120 1239

Airlink Tel: +251 11 544 3610/1/2/3 and +251 911 125 0156

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

Please contact the following Hotels and arrange your Hotel booking. Rates are inclusive of breakfast, service charge and VAT unless where indicated

Rates are quoted on Single Rooms and Double Rooms basis. (Please check as rates may have changed since press time).

No.	Hotel	No. of rooms Available	UN Rate
1	ATLAS HOTEL Tel: (251-1) 6-61 16 10 Mobile: (251-1) 9 63 05 46 Fax: (251-1) 6-61 36 61	Single rooms Double rooms	US\$ 34.00 US\$ 35.00
2	AXUM HOTEL Tel: (251-1) 6-61 39 16 Fax: (251-1) 6-61 42 65	Single rooms Double rooms	US\$ 30.00 US\$ 34.00
3	ARARAT HOTEL Tel: (251-1) 6-46 11 66 Mobile: (251-1) 9 40 86 27 Fax: (251-1) 6-46 11 77	Single rooms Double rooms	US\$ 54.00 US\$ 64.00
4	AWRARIS HOTEL Tel: (251-1) 6-61 49 33 Mobile: (251-1) 9 24 82 25 Fax: (251-1) 6-62 56 94	Single rooms Double rooms	US\$ 32.00 US\$ 54.00
5	AIRPORT MOTEL Tel: (251-1) 6-61 04 22 Tel: (251-1) 6-18 82 22 Fax: (251-1) 6-61 05 77	Single rooms Double rooms	US\$ 25.00 US\$ 30.00
6	BOLE INTERNATIONAL HOTEL Tel: (251-1) 6-63 30 00 Tel: (251-1) 6-62 78 80	Single rooms Double rooms	US\$ 35.00 US\$ 45.00
7	CENTRAL SHOA HOTEL Tel: (251-1) 6-61 14 54 Tel: (251-1) 6-61 50 01 Fax: (251-1) 6-61 00 63	Single rooms Double rooms	US\$ 28.00 US\$ 32.00
8	CLASSIC HOTEL Tel: (251-1) 6-61 35 98 Fax: (251-1) 6-61 09 46	Single rooms Double rooms	US\$ 22.00 US\$ 30.00
9	CONCORDE HOTEL Tel: (251-1) 6-66 08 31 Tel: (251-1) 6-65 49 59 Fax: (251-1) 6-65 31 93	Single rooms Double rooms	US\$ 22.00 US\$ 30.00
10	CROWN HOTEL Tel: (251-1) 4-39 14 44 Tel: (251-1) 4-39 10 46	Single rooms Double rooms	US\$ 20.00 US\$ 23.00
	DAMU HOTEL Tel : (251-1) 5	Standard	US\$ 50

	Fax: (251-1) 5541353	Twinbed Superior rooms	US\$ 65 one person, US\$75 two persons US\$ 80 one person, US\$ 85 two persons
11	ETHIOPIA HOTEL Tel: (251-1) 5-51 74 00 Fax: (251-1) 5-51-08 71	Single rooms Double rooms	US\$ 42.00 US\$ 61.00
12	GG ROYAL HOTEL Tel: (251-1) 6-29 23 29 Tel: (251-1) 6-29-23 30	Single rooms Double rooms	US\$ 35.00 US\$ 45.00
13	GEDERA HOTEL Tel: (251-1) 5-53 19 00 Tel: (251-1)	Single rooms Double rooms	US\$ 20.00 US\$ 23.00
14	GLOBAL HOTEL Tel: (251-1) 4-66-47 66 Tel: (251-1) 4-66-47 23 e-mail: globalhotel@telecom.net.et	Single rooms Double rooms	US\$ 64.80 US\$ 74.80
15	GHION HOTEL Tel: (251-1) 5-51 32 22 Tel: (251-1) 5-51 00 99 Fax: (251-1) 5-50 51 50	Single/Twine Rooms Double rooms	US\$ 32.00 US\$ 50.00
16	HILTON Tel: (251-1) 5-51 84 00 Tel: (251-1) 5-51 00 64 email: sales.addis@hilton.com www.hilton.com	Single rooms Double rooms	US\$ 95.00 US\$110.00
17	HOLIDAY HOTEL Tel: (251-1) 6-61 20 81 Fax: (251-1) 6-61 26 27	Single rooms Double rooms	US\$ 18.00 US\$ 20.00
18	HOTEL de LEOPOL Tel: (251-1) 5-50 77 77 Mobile (251-1) 9 67 78 73 Fax: (251-1) 5-53 14 66	Single rooms Double rooms	US\$ 50.00 US\$ 80.00
19	IBEX HOTEL Tel: (251-1) 4-65 44 00 Fax: (251-1) 4-65 37 37 email: ibex@telecom.net.et .	Single rooms Double rooms	US\$ 34.00 US\$ 44.00
20	ILRI HOSTEL Tel: (251-1) 6-46-32 15 Fax: (251-1) 6-61 18 92	Single rooms Double rooms	US\$ 45.00 US\$ 60.00
21	JERUSALEM HOTEL Tel: (251-1) 1-55 17 12 Fax: (251-1) 1-55 05 73	Single rooms Double rooms	US\$ 30.00 US\$ 30.00
22	KING'S HOTEL		

	Tel: (251-1) 3-71 13 00 Fax: (251-1) 3-71 65 94	Single rooms Double rooms	US\$ 37.00 US\$
23	LALIBELA HOTEL Tel: (251-1) 6-61 49 17 Fax: (251-1) 6-61 55 22	Single rooms Double rooms	US\$ 38.00 US\$ 76.00
24	MARIOT HOTEL Tel: (251-1) 6-63 05 00 Tel: (251-1) 6-61 58 92/89 Fax: (251-1) 6-61 50 92	Single rooms Double rooms	US\$ 68.00 US\$ 78.00
25	MERIDIAN HOTEL Tel: (251-1) 6-61 50 50 Tel: (251-1) 6-61 41 20 Fax: (251-1) 6-61 50 92 email:meridian.hotel@telecom.net.et	Single rooms Double rooms	US\$ 48.00 US\$ 68.00
26	NATIONAL HOTEL Tel: (251-1) 5-51 51 66 Fax: (251-1) 5-51 34 17	Single rooms Double rooms	US\$ 32.00 US\$ 37.00
27	PLAZA HOTEL Tel: (251-1) 6-61 22 00 Fax: (251-1) 6-61 30 44	Single rooms Double rooms	US\$ 35.00 US\$ 40.00
28	RAS AMBA HOTEL Tel: (251-1) 1-22 80 80 Fax: (251-1) 1-23 32 21	Single rooms Double rooms	US\$ 48.00 US\$ 60.00
29	IMPERIAL HOTEL Tel: (251-1) 6-29 33 29 Fax: (251-1)	Single rooms Double rooms	US\$ 73.00
30	SHERATON HOTEL Tel: (251-1) 5-17 17 17 Fax: (251-1)5-17 27 27	Single rooms Double rooms	US\$ 140.00 US\$ 140.00
31	SIEMEN HOTEL Tel: (251-1) 1-55 00 67 Fax: (251-1)5-17 27 27	Single rooms Double rooms	US\$ 32.00 USD 37.00
32	QUEEN OF SHEBA HOTEL Tel: (251-1) 6-18 00 00 Fax: (251-1)6-61 31 74	Single rooms Double rooms	US\$ 69.00 USD
33	WABESHEBELE HOTEL Tel: (251-1) 5-51 71 87 Fax: (251-1)5-51 84 77	Single rooms Double rooms	US\$ 45.00
34	YORDANOS HOTEL Tel: (251-1) 5-51 57 11	Single rooms	US\$ 26.00

6. Registration and Identification Badges

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

7. ICT Services

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.

8. 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).

9. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude: 2400 meters above sea level. 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, AU and ECA can be found on the following websites:

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

January is a dry season in Ethiopia, but occasional rainfall is possible. The temperature in Addis Ababa during April is between maximum 24 degree Celsius and a minimum of 6 degree Celsius.

10. Electricity Supply

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

11. 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 Summit 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.

Form I

African Union Science, Technology and Innovation Exhibition
With the Technical Support of the Economic Commission for Africa
25-30 January 2007

Exhibitor Registration Form

Deadline 15 December 2006

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/sti_2007
Stand numbers are allocated on first come first served basis. AU and 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

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 AU and ECA and/or their 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: 251-11-5510512
attn: Girma Dessalegn

Form II

**African Union Science, Technology and Innovation Exhibition
With the Technical Support of the Economic Commission for Africa
25-30 January 2007**

Exhibition Stand Services Request

Deadline 14 January 2007

Please Print

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

African Union Science, Technology and Innovation Exhibition
With the Technical Support of the Economic Commission for Africa
25-30 January 2007

Exhibition Equipment Request

Deadline: 15 January 2007

(if available equipment is provided on cost /price will be for duration of exhibition)

Stand Number: _____ (as approved)

Stand Name: _____

Stand Equipment

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

LCD Data Projector:

Computer (CPU, Monitor, Keyboard):

Printer for Computer:

Internet Connection:

Stand Accessories:

Suspended Brochure Shelf (2/3 shelf)

Brochure Rack, Large

Brochure Rack, Small

Brochure Rack, Large

Brochure Rack, Large

Brochure Rack, Large

Brochure Rack, Large

Name: _____ Date: _____

Director or Principal of Exhibitor/ Organization

Form IV

**African Union Science, Technology and Innovation Exhibition
With the Technical Support of the Economic Commission for Africa**

25-30 January 2007

Exhibition Shipping Request

Deadline: 15 January 2007

Please complete the form and fax it to UNCC at +251 11 551 3515

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.