



The Commonwealth



KENYA INNOVATION WEEK 2023

COMMONWEALTH EDITION

Exhibitors Information Pack 2023

Thank you for booking a stand to exhibit at the Kenya Innovation Week- Commonwealth Edition, which will be held at The Edge Convention Centre, Nairobi from 27th November – 1st December 2023.

The expo aims to bring together established companies across a broad spectrum of industries and startups in the commonwealth Countries from within the science, technology, engineering, and business innovation sectors showcasing the latest products and services available.

As an Exhibitor you have:

- ❖ **A platform for your company to display your products and services to regional businesses looking to make use of the latest technology and innovations available within your sector;**
- ❖ **A setting for you to engage with potential clients**
- ❖ **A setting where as a business owner/decision maker you can bring yourself up to speed with the latest products/technology available to help drive your business forward**
- ❖ **A setting where you can network with other Exhibitors/businesses.**

In this pack we aim to provide all the information needed to enable you to make the most out of your exhibition experience with us. The pack contains useful information on the event, venue location, booth, and many more useful facts.

Please read this pack, familiarize yourself with the terms and conditions and checklist and share this document with any of your staff or contractors who will also be attending the expo on the day.

We wish you every success at the Kenya Innovation Week 2023- Commonwealth edition and look forward to having you.

GENERAL ENQUIRIES

For all the general enquiries and questions relating to the Kenya Innovation Week Commonwealth Edition 2023, booking and reservations please contact:

The Organisers: Kenya National Innovation Agency

Through: Francis Okwara Mukhwana, Cell: +254 (0) 727 459 357,

Email: f.okwara@innovationagency.go.ke. You can also reach out to the organisers through, Cell: +254 (0) 792 446 976

Email: kiw@innovationagency.go.ke

EXHIBITION INFORMATION

Venue Address

Edge Convention Centre, College of Insurance, Nairobi.

Google Map Direction:

<https://www.google.com/maps/place/Edge+Convention+Center/@-1.3289332,36.8326177,15z/data=!4m6!3m5!1s0x182f11a443ed216b:0xed79876ea0b6c593!8m2!3d-1.3289332!4d36.8326177!16s%2Fg%2F11sc7ckg0b?entry=ttu>

Venue Information and Parking Arrangements

There will be adequate parking at the venue for Exhibitors and Delegates, and this will be used first come, first served. Access and parking space will be granted to all participants for free.

Exhibition Set Up Times

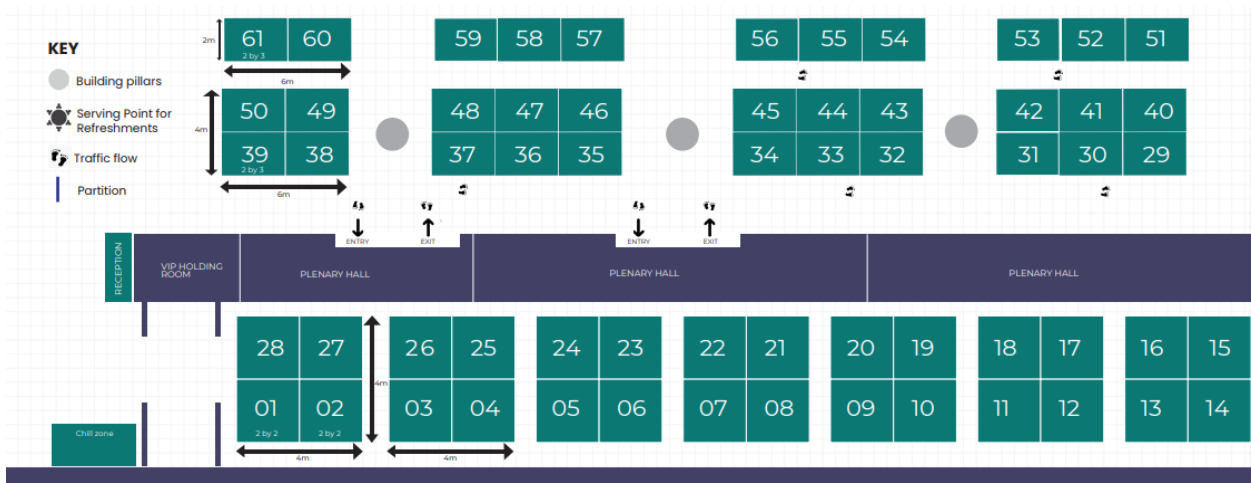
Access to your zone for booth setup is available from Friday 24th November 2023, 8.00am till Sunday 26th November 6.00pm

PLEASE NOTE THAT EXPENSIVE EQUIPMENT SHOULD NOT BE LEFT UNATTENDED OVERNIGHT.

Expo opening hours.

As an exhibitor, your booth must be ready to admit visitors from Monday 27th November 8.00am to 5.00pm. This will run through up to Friday 1st December 2023.

Floor Plan of Venue



To view what booth numbers are available and which Exhibitors have booked already, please follow this link <https://kenyainnovationweek.com/exhibition>

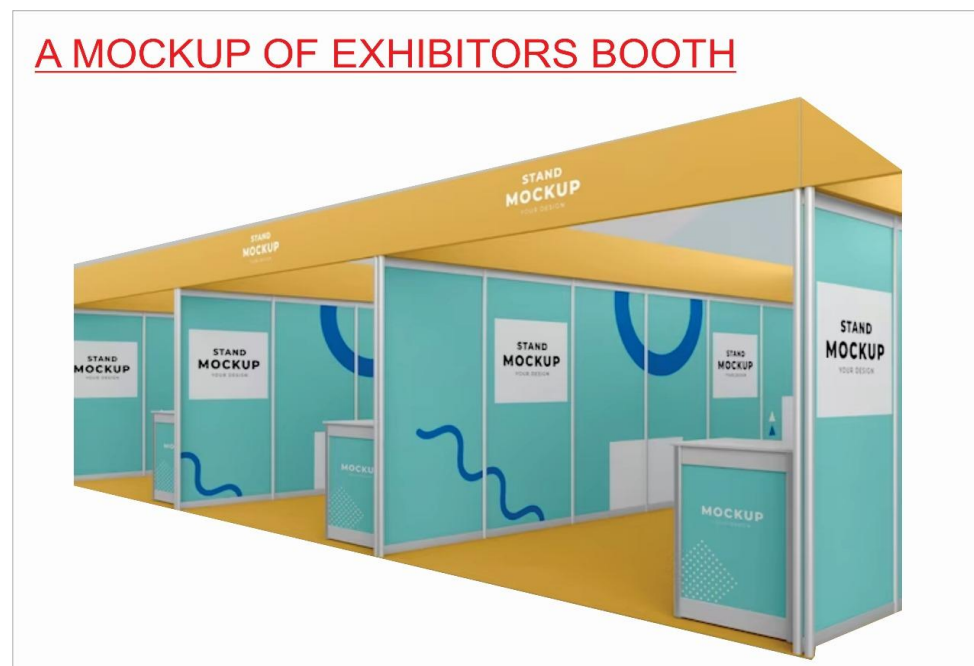
FLOOR PLAN AND ALLOCATION OF BOOTHS

The floor plan features pavillions and booths of various sizes. Exhibitors can book a whole pavilion or in the alternative booths within a pavilion. (Note-Booths can be combined to form a pavilion)

The startup booths will be in the foyer areas, on the ground floor of the ballrooms in the building housing the Edge Convention Centre. The booths will be portioned using shell schemes and each space will measure 4m by 4m. There will also be high value 2m by 3m booths in the foyer areas.

The exhibition plan and the allocation of the booths and spaces for the exhibition are fixed according to the rules decided by the Organiser. In case of exceptional necessity, the Organiser may modify the configuration of the exhibition plan before the opening of the exhibition and inform the Exhibitors concerned. This change may not constitute grounds for the Exhibitor to unilaterally terminate his participation commitment.

MOCKUP OF STANDARD EXHIBITOR BOOTH

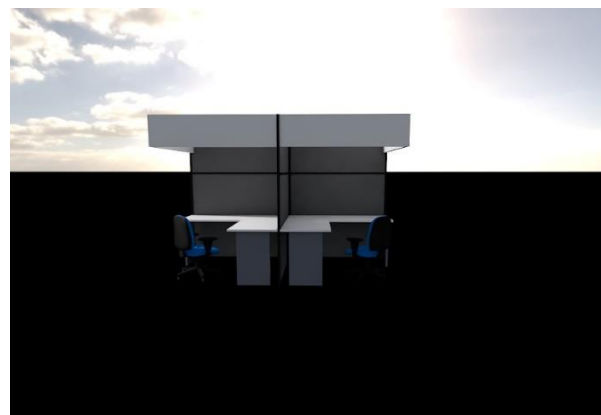
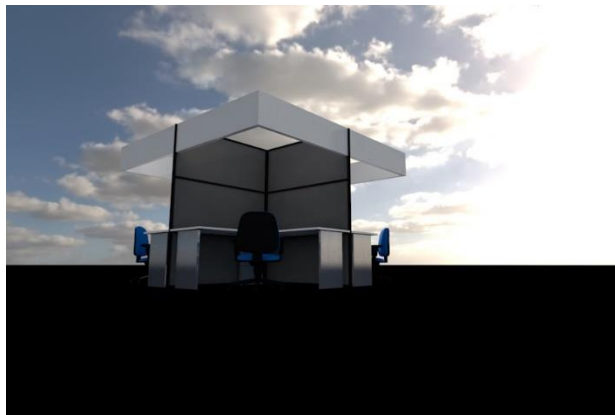


Booth Labelling

The booths will be labeled as per the below samples.



IMPRESSION OF STARTUP BOOTHS (4X4m partitioned into 4)



BOOTH SHARING AND COLLECTIVE PARTICIPATION

The official holder of the booth agrees to declare the organisation being hosted in the booth. An additional registration fee will be charged for each extra firm hosted. Only the firms thus declared will have the right to appear on the booth and on the exhibition catalogue. The number of firms hosted is limited to 1 firm per booth.

If you require a booth larger than the size provided you can book multiple adjacent booths to increase your overall booth size. However, the minimum booth size you can increase is 3m by 3m.

Group pavilions are subject to the same rules. The Organiser reserves the right to verify adherence to this commitment at any time.

SETUP, FURNISHING AND DECORATION OF BOOTH

Booth setup is carried out according to the general floor plan established by the Organiser. The decoration of the stands is done by the Exhibitors under their own responsibility. It must comply with the general terms and conditions of the shell schemes supplier. Kindly note any additional decoration including use of stickers to brand a booth will attract an additional cost to clean the shell schemes.

Each stand will have the Exhibitor's official company name on the top fascia, as written on the registration form. Any Exhibitor who wishes to use a fascia name which is different to that submitted on the Registration Form must submit notice of this change to the Organiser in writing at least one month prior to the commencement of the Exhibition.

For every standard booth the Organiser will provide the Exhibitor with a lockable counter table, 2 plastic chairs, 2 spotlights and a power outlet per stand. For every Startup booth the organiser will provide the Exhibitor with a lockable counter table, one bucket bar stool chair, one spotlight and a power outlet for each section of the partitioned booth.

The exhibitor may acquire additional furniture at the Exhibitor's expense.

PRICE FOR EXHIBITION BOOTHS

The price for a standard exhibition booth shall be:

1. Ksh. 120,000/= for local Exhibitors
2. USD. 1400/= for International Exhibitors

The price for the whole pavilion space shall be:

1. A minimum of Ksh. 2,000,000 for local Exhibitors
2. USD. 12,000/= for International Exhibitors

This is Subject to reviews based on location and size.

PROMOTION AND MARKETING

All Exhibitors are entitled to being listed on the exhibitor catalogue. To facilitate this, an exhibitor should submit the following:

1. Official company name
2. Official company logo – High resolution
3. Website URL
4. 100-word description of company/ product being exhibited.
5. One photo of the product being exhibited.
6. Contact email and phone number of the company
7. Details of two exhibitors (Name, Gender, PWD, Email, phone number)

All this information should be submitted on the KIW website application form

1. This information will be used in:
2. Booth labelling
3. Website catalogue
4. Social media Advertising
5. Exhibition map

The Exhibitors will receive appropriate coverage and mentions about their products on the official Kenya Innovation Week 2023- Commonwealth Edition Exhibitor documentary.

High quality photos and videos of the Exhibitors and their products will also be captured and published on the event website, YouTube channel and social media.

SECURITY

The venue will provide overall security, but not individual booth security. With the enormous number of people involved during the build-up and break down periods, it is difficult to recognize trespassers so small valuable items should

always be protected. Insurance cover is essential, and it is also advisable to have someone at your booth. Exhibitors should arrange for a representative to be at their booth during the build-up period to receive goods and deliveries.

Exhibitors will be required to submit a daily inventory to an accredited head of security officer of delicate items they leave on the booth for noting by the security officers.

LOADING

Loading should be done via the loading bay. As soon as unloading/loading has occurred during the allocated time, vehicles are removed from this area to allow other Exhibitors access.

The Organisers cannot accept delivery of any goods on behalf of an Exhibitor, nor will the Organisers accept any responsibility whatsoever for the safety or condition of any items unloaded and/or left on site, in the absence of Exhibitors. The Organizers cannot accept any responsibility for goods damaged on the exhibition premises.

BOOTH CLEANING

Waste bins will be available at each stand. Exhibitors are responsible for removing any build-up and tearing down waste materials. Cleaning will be done daily after closing time. However, for the security of your property, no cleaning will be done by the Organisers inside the stands. Exhibitors are to ensure that they keep the inside of their stands clean. To eliminate any confusion and for security purposes, only rubbish left in the aisle after closing time will be removed.

BOOTH ENTERTAINMENT

Audio entertainment is the responsibility of the Organiser who is the only party authorized to play background music and to broadcast announcements, if necessary, at the request of the Exhibitors. It is forbidden for Exhibitors to broadcast any musical background, message or announcement beyond the sound level prescribed by the Organiser

PAYMENT METHOD

Payment for exhibition booths is required in advance of the event. Any Exhibitor who fails to make payments within one week of reservation, expressly waives all rights in the reservation and use of space.

To reserve your Exhibitors booth please follow **this link** to the exhibition page on our website. You will be able to see a live version of the booths available. You can book the booth that best suits you and your organisation. All outstanding balances will be due by 17th November 2023, and are to be made payable to Kenya National Innovation Agency.

Please note that- The Kenya Innovation Week team will ensure that the website is updated daily with new booths booked to avoid companies booking booths that have already been allocated, in the event of a double booking it will be allocated according to the first order received.

Exhibitors will not be issued their passes nor allowed onto their booths unless the organisers have received full payment. All sales are final and non-refundable. The Bank Account details where payments will be made are listed below:

Account Name: Kenya National Innovation Agency

Name of Bank: Kenya Commercial Bank

Bank Branch: Kipande House

Account Number: 1236339398

Swift Code: KCBLKENX

Bank Code: 01

EXHIBITOR REGISTRATION AND BADGES

All Exhibitors are required to pick their name badges at the Edge Convention Centre on 24th November 2023 between 08:00 am – 6:00 pm.

Each company is entitled to:

- ❖ Two Exhibitor Passes– issued on arrival. These passes are to be used during the week to gain access to the exhibition area and the conference sessions.
- ❖ Conference materials for the Exhibitors
- ❖ Lunch coupons for the five days for each participant

Please Note: Exhibitors will NOT be issued their badges nor allowed into their stands unless the Organizers have received full payment.

DISMANTLING AND MOVE-OUT

Dismantling of exhibits may begin at the end of the last day of the exhibition. All Stands should be cleared, and all Exhibitor materials removed by 2200hrs on 1st of December 2023. (Unless extra move-out arrangements have been agreed with the Organizer).

De-rig can only occur once the public have vacated the site and the de-rig announcement has been made. This is due to venue and supplier demands. The organizing committee reserves the right to amend these times should the need arise.

No dismantling or packing will be permitted before the event closes.



ORGANISERS' OFFICE

The Kenya Innovation Week Secretariat office will be located in the event venue, within convenient reach of all Exhibitors. The Organizers' office will be open daily during exhibition hours, and the organizing staff will assist you with any queries or problems.

Our contact details are:

T: +254 (0) 727 459 357

[E: f.okwara@innovationagency.go.ke](mailto:f.okwara@innovationagency.go.ke)

[E: kiw@innovationagency.go.ke](mailto:kiw@innovationagency.go.ke)