



“Showcasing the Real African Experience”

EXHIBITOR INFORMATION

MITE 2019



DEPARTMENT OF TOURISM, MINISTRY OF INDUSTRY, TRADE AND TOURISM | www.visitmalawi.mw

TAKULANDIRANI MALAWI INTERNATIONAL TOURISM EXPO EXHIBITOR INFORMATION

1. GENERAL INFORMATION

Takulandilani Malawi International Tourism Expo is a tourism trade fair hosted and managed by the Department of Tourism. It is held at the Bingu Wa Mutharika International Convention Center (BICC), Lilongwe Malawi. The fair is aimed at promoting and marketing Malawi, its cultural and natural attractions as well as other countries to the rest of the world.

2. IMPORTANT DATES:

a) Duration of **TAKULANDIRANI 2019**

- **Business Days:** Thursday 25th – Friday 26th April 2019
- **Public Day:** Saturday 27th April 2019

b) Daily opening hours: 09h00 – 17h00 For exhibitors 08h00 –17h00

c) **Deadline for application for name Badges**

- Please submit names of stand managers before 12noon on Tuesday 16th April 2019. Note that for every 9sqm you have two free badges. Any additional badges have to be paid for at K7,000 each.
- Format to be followed is as follows: company name, name of person (s), email address and phone number

d) **Deadline for application for services**

Exhibitors are entitled to 1 table and 2 chairs (per 9square metre). Extra chairs and tables will be provided upon request at the following costs for the duration of the fair:

1 Chair : MK 1,000

1 Table: MK 2,500

Exhibitors must contact the Events team for specifications. Deadline for application for services is Wednesday 17th April 2019.

e) **Appointment platform:**

Appointments between potential buyers and exhibitors is expected to be live from Friday **12th April 2019** to **22th April 2019**. Details on how to log in will be emailed once activation is complete.

f) **Exhibition set up:**

- Shell Scheme Stands (inside the banqueting hall) will be ready for branding from **Tuesday 23 to Wednesday 24 April 2019.**
- Blue Roof will be available for construction and branding from **Monday 22nd– Wednesday 24th April.**

g) **Stand Breakdown:** from 5pm on **Saturday, 27th April** - to 2 pm **Sunday, 28th April 2019**

3. EXHIBITION ENTRY FEE:

- **Trade Visitor:** K7,000/person/3 days
 - **Foreign Trade Visitor:** USD 50
 - **Public Day:** K1000 adults and K500 children
 - **Extra Badge:** K7,000/person/3days
- ✓ **Trade visitors entry badge allows them access to scheduled workshops, exhibition halls and entertainment area**

4. CLEANING AND GARBAGE

The organizer will be constantly cleaning the fairground. Each exhibitor is requested to produce minimum trash possible and dispose it in available trash bins and keep their own stands clean at all times. The dispose of dangerous items (gas cylinders, acids etc) at the fair ground is not allowed.

5. POWER SUPPLY

The organizer will provide 1 spot light, and a power point (220v) with a UK socket. Exhibitors are encourage to bring own extension codes and adaptors.

6. DISPUTES AND DISAGREEMENTS

In case of any disagreements, the terms & decision of the organizer Department of Tourism is final and has to be followed.

7. DISTRIBUTION OF ADVERTISING MATERIAL

In order to uphold cleanliness and lessen the availability of potential litter, exhibitors are not legitimate to distribute any advertng materials outside their booth boundaries. **Companies that are not registered are strictly not allowed to bring nor dispense any promotion material.**

8. STAND BRANDING

Exhibitors will be responsible for branding their own stands/ booths. The organizer will not allow to into the banqueting hall (Main Exhibition area) any branding company which is not on this list for security and quality purposes. Exhibitors may seek Branding services from the following trusted and registered branding companies in alphabetical order:

✓ Amah Signage

Phone: +265 88 887 6238/ +265 99 997 6238

Email: amahcentre@gmail.com

✓ Free Graphics

Phone: +265 88 425 5895

Email: freegraphics3@gmail.com

✓ Imperial Marketing and Advertising Agency

Phone: +265 99 707 6399

Email: imperialmarketing07@gmail.com

✓ Signage Solutions

Phone: +265 99 951 0500

Email: signagemw@gmail.com

9. EXHIBITION STAND CONSTRUCTION AND DECORATION – CONDITIONS

- In all stand locations no drilling will be allowed. Exhibitors to check with organisers if not sure on what materials to use
- For all shell scheme booths: Stand name and number in the booked location is the responsibility of the event managers
- No Exhibitor will be allowed to bring in any branding material and/or decorate their stands on the day of the fair.
- No Exhibitor will be allowed to take out or breakdown their stand during the duration of the fair.

10. SALES & EXHIBITION OF PRODUCTS

- Participating companies are warmly welcome to exhibit or sell any of **prior registered & approved** products on their own terms, bill & risk.
- The sales of food & beverages are allowed at registered foods stands only and needs a special permission from the DOT.

11. STAND BOUNDARIES

Exhibitors are required to respect the stand boundaries and keep all displayed items and decoration within the boundaries of the stand at all times. No exhibitor may obstruct the pathways with exhibition materials or distribute promotion materials out of his stand boundaries. Promotion performances outside the stand boundaries require a special permission from the organizer.

12. FREE WIFI

Wi-Fi for exhibitors will be available for free from the 25th –27th April 2019.

IMPORTANT CONTACTS:

- ✚ **Overall Coordinator:** Sosten Lingwalanya +295 999 933 679 Email: sosten.lingwalanya@visitmalawi.mw
- ✚ **Exhibition Management:**
 - Noah Nansongole: +265 881 411 702. Email: nnansongole@gmail.com
 - Tamanda Kaleke: +265 991 411 104. Email: tamanda.kaleke@tourism.gov.mw
- ✚ **Furniture and related services:** Nellie Kondwani +265 992 407 541. Email: tsa_chagunda@yahoo.com
- ✚ **Name Badges and Fascia Branding:** Maria Kantchentche: +265 999 280 785. Email: mkantchentche@yahoo.com
- ✚ **Programmes and Entertainment:** Charles Kachelenga: +265 999 364 419. Email: ckachelenga@yahoo.co.uk
- ✚ **Exhibition equipment, security vehicle parking and logistics:** Joseph Nkosi: +265999 511 976. Email: joseph.nkosi@visitmalawi.mw
- ✚ **Appointment Platform and official opening:** Dyson Banda: +265 999 215 322. Email: dyson.banda@visitmalawi.mw
- ✚ **Sponsorship and Media:** Sarah Njanji +265 999 049 439. Email: sarah.njanji@visitmalawi.mw

Note that for quicker feedback, the Event Managers encourage the use of Whatsapp as well