



17TH AFRICA INTERNATIONAL HOUSING SHOW

Exhibition Manual

July 23rd - 27th, 2023





CONTENT

The Exhibitor Manual outlines all of the logistical details that will help you to have the most productive exhibiting experience. There can be a lot to do- but the information provided will help you plan your participation in the upcoming AIHS 2023 exhibition in a timely, cost-effective manner.

You should have a full set of the Exhibitor Services Manual, which comprises of the following:

INFORMATION / SCHEDULES

Contact details

Checklist

General Information

In-Hall Operations Schedule

Rules & Regulations

Exhibitor Profile Form (refer to Appendix)

Note:

Exhibitors are strongly recommended to study the contents of this Exhibitor Services Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the orders forms for your reference before submission



To our valued client,

Thank you for choosing Africa international housing show as your next event.

Perfectly situated in the heart of Abuja, the Federal Capital territory of Nigeria and located within an hour's drive of the major international airport Africa International Housing Show (AIHS) is Africa's biggest housing and construction expo.

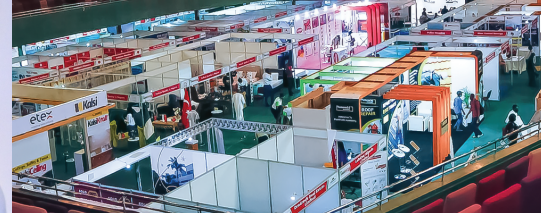
Africa International Housing Show has emerged as the largest housing and construction event showcase out of Nigeria. With a proven record of excellence in all 16 editions, Africa International Housing Show has been meeting the teeming needs of the built industry and the market it serves in the most dynamic way.

The Africa International Housing Show features Products Presentation, Exhibition of Building Technology, home interiors, modern construction equipment, chemical and paints products, mortgage services, housing projects, interactive forums with prominent stakeholders in the built industry towards achieving affordable housing from all part of the world.

So take a look through our Exhibition Manual at your leisure and if you have any queries at all, please don't hesitate to contact one of the team to discuss our event in more detail.

We look forward to help making your experience at our event your best yet.

Yours sincerely,
The **AIHS** team



INTRODUCTION

Introduction

Welcome to the 17th Africa international housing show (AIHS) event. The largest housing and construction event in Africa. AIHS has been described as the best in Africa in terms of Calibre of Participants, Exhibitors, Government Agencies, Real Estate Brokers and Professionals which are drawn annually from not less than 20 Countries.

This manual has been designed to assist exhibitors who would like to participate at the 17th AIHS 2023 and contains information and guidelines that we are sure you will find useful.

Contact Details

The AIHS exhibitor services team look forward to working with you to create a memorable exhibition.

Our contact details are below:

Telephone: +234916500000000, +23464589303

Email: Info@africahousingshow.com, africahousingshow@gmail.com

Address: No. 3 David Mark Street, Gudu District, Abuja, Nigeria



IMPORTANT

All compulsory forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate “Not required” across the forms. Late submission of forms will result in non-guarantee of requested services.

Exhibitors who purchase spaces after the stipulated deadlines are to return the forms immediately.

Orders are valid only when accompanied with payment received in **FULL**. Orders without payment will not be entertained.

GENERAL INFORMATION

THIS EXHIBITOR’S SERVICE MANUAL FORMS A PART OF THE TERMS & CONDITIONS STATED IN THE CONTRACT FORM.

Operations/Event schedule

Build-up : 21 July 2023 (Official Build Contractor: Fesadeb)

Exhibitor Registration & Move-In : 21 July 2023 09:00

Exhibition : 23 July 2023 - 27 July 2023 09:00 – 16:00

Teardown : 27 July 2023 16:00

Admission

22 July 2023 Open to delegates

23 July 2023 Open to delegates



EXHIBITION INFORMATION

Access to **AIHS**

General Access

The AIHS has an obligation to all personnel and visitors to protect their health and safety whilst on site. In addition, as event organisers, contractors and/or individuals accessing the site, there is a reciprocal obligation to ensure work activities do not endanger the safety of workers or other exhibitors.

As an event organiser, the AIHS places a responsibility on you to ensure all persons undertaking work are inducted into the workplace. In addition, contractors are required to provide a certificate of currency for both work cover and public liability insurance policies where necessary.

Contractors must report to the security control office on arrival of each visit to AIHS and will be required to undertake an on-site safety induction before commencement of work. Exhibitor identification or contractor passes will be issued by security and must be worn at all times whilst at the event.

As an event organiser, the AIHS places a responsibility on you to ensure all persons entering the AIHS – being contractors, exhibitors or others – comply with access controls.

Event Organiser / Exhibitor

All exhibitors and event organisers must wear accreditation supplied by the event organiser at all times when entering the AIHS.

Event organisers must supply the AIHS with a copy of all accreditation types. It is not compulsory for delegates to wear accreditation during the event. Accreditation is at the discretion of the event organiser.

Non-compliance

Failure by any party to comply with the access controls of the AIHS may result in persons being stopped from undertaking any work or expulsion from the AIHS.



Stand cleaning

The Organizer provides general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and teardown. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organizer reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.

Security

General hall security will be provided by AIHS during the build-up, event days & teardown. However, AIHS will not be liable for any loss or theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e. money, handbags and wallets are kept in lockable cupboards (out of sight and reach) and are removed from the hall daily. The exhibitor is fully responsible for any item lost or stolen at their own booth and it is the exhibitor's responsibility to contact the police to make any report.

Indemnity

The exhibitor will be responsible for all damage caused either to the venue or any other part of the complex by any person in attendance at the event on behalf of the exhibiting entity or any external contractors engaged by the exhibitor for the event. The exhibitor shall pay immediately the venue for the cost of rectification of any damage.

Animals

No animals, birds, insects or pets are permitted on site with the exception of seeing eye or companion dogs. Any requests relating to the display of animals for an exhibition will have to be presented in writing for approval by the AIHS.

Food & beverage

The venue owner does not permit any outside catering within their premises.



Power supply & general lighting

The Organizer will provide general hall lighting during the exhibition period. Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day.

Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.

Electrical installations & fittings

Please note that only the official stand-builder/technical Services Provider can execute electrical wiring/fittings in the booths/hall. Exhibitors and independent contractors must note that all power outlets are for single machine/product use. These power outlets are not allowed to be used for illumination purposes (e.g., spotlights/-downlights affixed in existing display showcases, etc.).

USAGE OF MULTI-PLUGS AND EXTENSION CORDS IS STRICTLY PROHIBITED.

All space-only stands need to order for main power from the official contractor, AIHS.

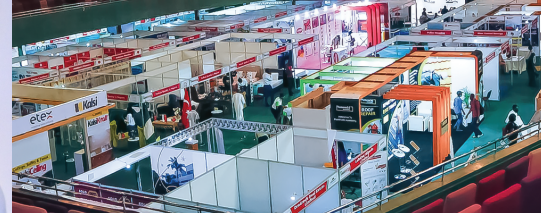
The Organizer reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

Exhibitor badges

Each exhibition booth will be entitled to complimentary exhibitor badges, based on package entitlement. Badges must be worn at all times during this period. For security reasons, all badges are strictly non-transferable.

Fire Regulations

The storage of any flammable liquids or fuel within the exhibition is not permitted. Motor vehicles or other mechanical appliances displayed within the exhibition venue must contain a full tank of fuel. Fire extinguishers and fire hose reels must at all times be visible and accessible and must not be removed from their correct locations.



Any materials used in stand construction or for display purposes must conform to the following standards:

- Non-combustible and inherently non-flammable material
- Durable flame-proof fabric
- Self-extinguishing plastic
- Flame proof fabric

Accommodation

AIHS 2023 has negotiated for special rates with our two official hotels that are within reasonable proximity of the conference venue. To enjoy this special rate, please select from the hotel options and make your online reservations accordingly. All bookings must be place atleast 21 days before the commencement of the exhibition.

Passport Validity

Prior to your travel, please ensure your passport has a validity period of at least six (6) months from the date of entry.

Gas (LPG) Cylinders

The use of liquefied petroleum gas (LPG) cylinders indoors is discouraged wherever possible. All cylinders must be tested and approved for use.

Naked Flame

All naked flames including candles, burning incense, s parklers , fuel lanterns or any other items must be approved by the event manager or event planner.



OPERATION SCHEDULE

BUILD UP PERIOD	DATE	TIME
Build - up	21 July 2023	
Exhibitor registration & move-in	21 July 2023	09:00

EXHIBITION OPENING PERIOD	DATE	TIME
Exhibition	23 July 2023	09:00 - 16:00
Exhibition	27 July 2023	09:00 - 16:00

TEAR-DOWN PERIOD	DATE	TIME
Exhibitor moves out of the hall / Teardown	27 July 2023	16:00

Note:

1. No late work is permitted. Independent stand fitting contractors must complete their work according to scheduled list. Overtime work may not be permitted, and if permission is sought from the Organizer, the contractor has to pay the hall owner the required overtime charges.
2. All exhibits must be in place by 20:00 on 21 July 2023. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.
3. Exhibitors will be allowed in the exhibit hall 30 minutes before it opens and may also leave 30 minutes after closing.
4. Exhibitors may begin to pack materials, supplies and literature when the exhibit closes at 16:30 on 27 July 2023. It is strictly forbidden to begin dismantling before this hour.
5. All display materials must be cleared from the exhibit hall by 19:30 on 27 July 2023. Should an exhibitor fail to remove their exhibit, the Organizer reserves the right to remove it at the exhibitors' expense.



6. Should exhibitor be engaging third party contractor, the set-up timing is from 00:00 – 06:00 for noisy work the set-up can continue during daylight hours, subject to complying with “no noise” (drilling, hammering, cutting etc.) rule and ensuring the exhibition area is maintained clean and in an orderly manner.

7. Internet access

Complimentary Internet access will be provided for delegates at exhibition area throughout the whole event.

Rules & Regulations

The rules and regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents/contractors must observe the rules and regulations stated in this Exhibitor Manual.

Default in Occupancy

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space.

Unoccupied space may be repossessed by the Organizer for any purpose as it may see fit.

Reselling/Use of space

The exhibitor may not assign, sublet or resell, in whole or in part, their contracted space without prior permission from the Organizer. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.



Promotion during the Exhibition

Exhibitors are not permitted to place stickers, signs or poster anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets, etc. along the gangways, near entrances/exits and lifts. The Organizer and venue owner have the right to remove anyone flouting this order.

Smoking Policy

Smoking is prohibited in all indoor public areas, inclusive of foyers registration counters, meeting rooms, Organizer's office, restrooms, and hospitality and exhibition halls.

A designated outdoor smoking area will be allocated with ash trays provided. No littering is allowed, and a heavy penalty will be imposed on those caught littering and disposing of their cigarettes inappropriately.

Photography of Exhibits

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organizer and the press are exempted from this rule.

Storage

The Organizer is unable to provide storage facilities in the hall for any packing cases, surplus materials or other properties of the exhibitor. Arrangements for its safekeeping must be made with the exhibitor's own third-party freight or build vendor.

Removal of Waste

During the build-up and teardown days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Raw Space" external stand contractors or external stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.



Operation of Stands / Conduct and Behavior

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes the distribution of leaflets, brochures, journals, etc.

Authority of Premises

In the event of any problems or disputes on-site, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

Payment of Exhibition Space

No exhibitor may begin stand construction or move their exhibits into the hall or surrounding area until the Organizer has received full payment.

Graphics and Signage

Fesadeb Media Group can provide you with graphics and signage's should you require any. Please do advise your requirements so that a quote can be provided for the same. Once the graphics are confirmed, the artwork needs to be sent to Fesadeb Media Group in Hi-Res format in order to print. Please fill in the additional order form.

Deadline for graphic print submission July, 1st 2023.

Full payment is required before the production/printing of the graphics. Fesadeb Media Group onsite office will be pleased to provide you with any assistance which you may require. All payments shall be made via bank transfer on company's bank account.



Order confirmation & delivery

Once your order has been processed, you will be issued an invoice, which is your order confirmation and must be brought to the exhibition along with proof of payment. Your order will be delivered to your stand by the AXIS Consulting, during build-up of the Exhibition.

Deadline for services orders

All orders for services must be received by deadline indicated in order forms.

Payment

No services will be supplied or installed until payment is received in full.



Helpful Links



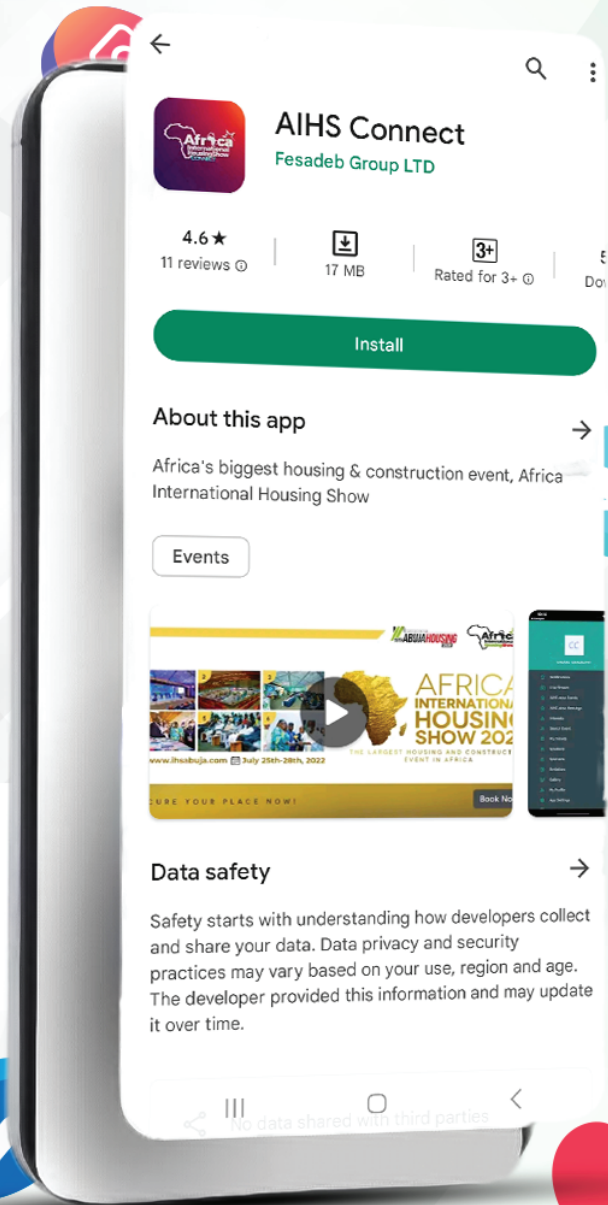
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