

# AGRF 2018

## Exhibition Guideline

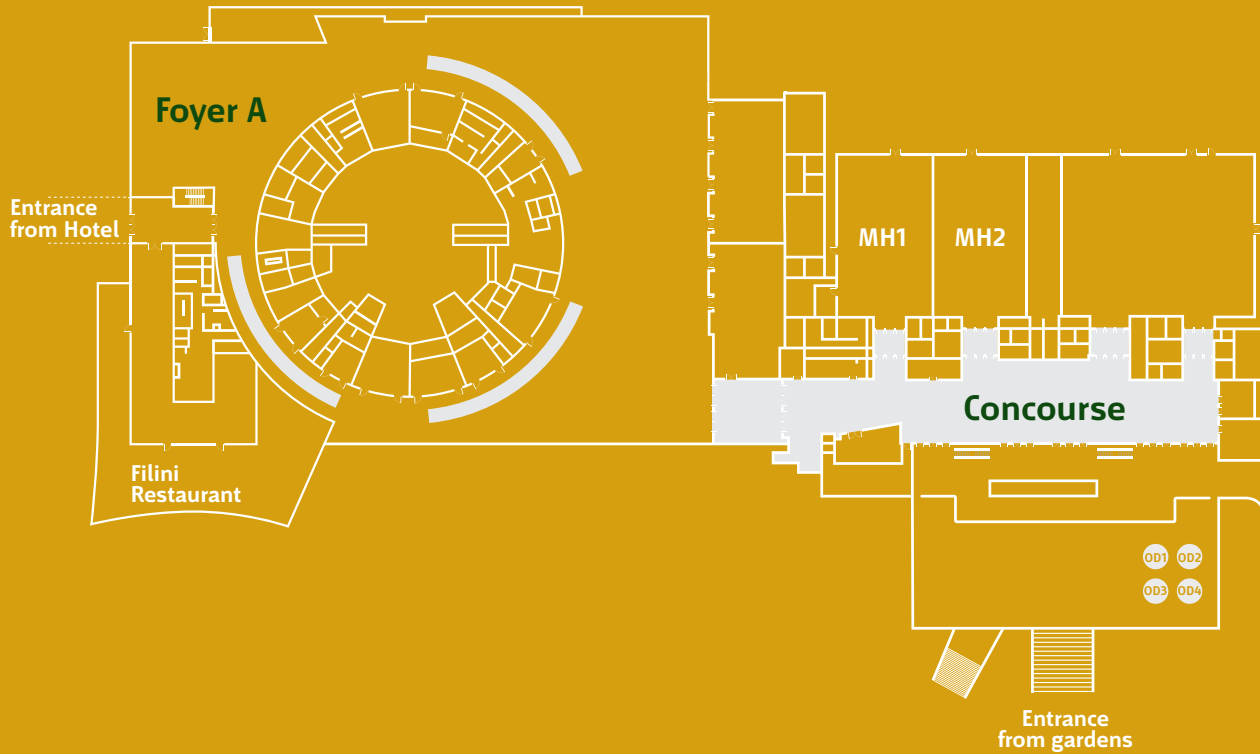
AFRICAN  
GREEN  
REVOLUTION   
FORUM 2018  
5-8 SEPTEMBER  
KIGALI, RWANDA



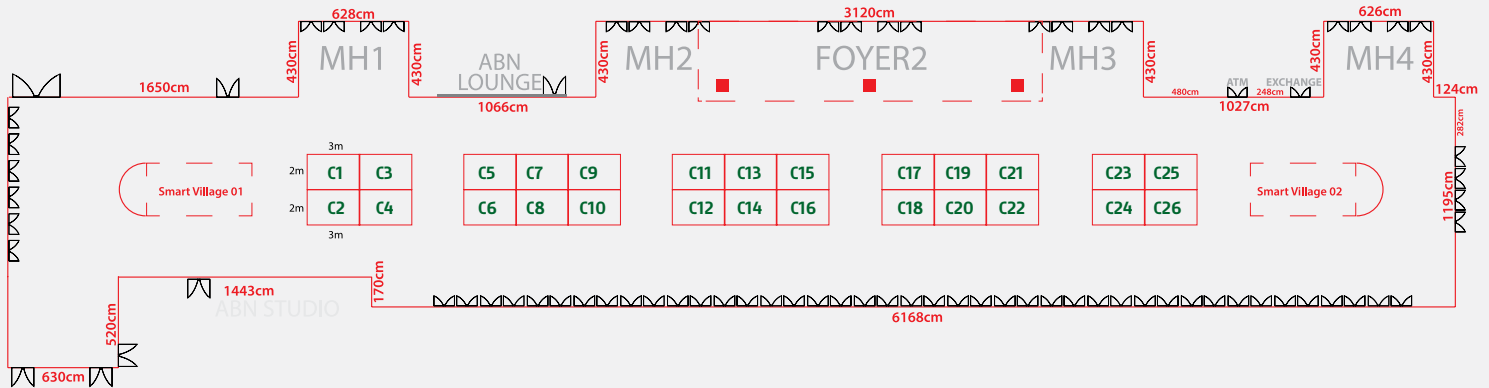
## Overview

- The AGRF Secretariat is pleased to share this guideline for exhibitions in this year's forum.
- We expect this to be the largest AGRF exhibition to date, with 40 exhibition stands across our AGRF partners, national, regional and global exhibitors.
- The exhibition will exist in three areas of the Kigali Convention Center, with the Government of Rwanda and AGRF Partners Group in Foyer A. Other exhibitors will be in the main Exhibition Concourse with a few select partners exhibiting technologies and equipment just outside the Concourse.
- The following guidelines give an overview of the exhibition areas available for selection, as well as details on the components of stands and their cost.

# KCC Overview Map

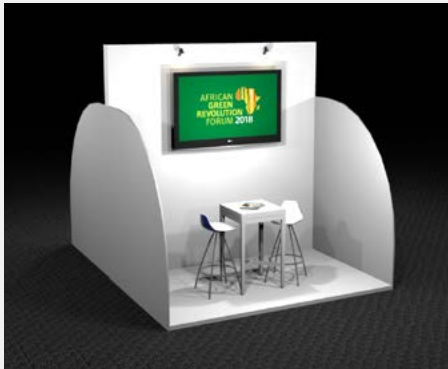


# Concourse Exhibition Layout



## Concourse Exhibition Booth

### 3m x 2m Booth



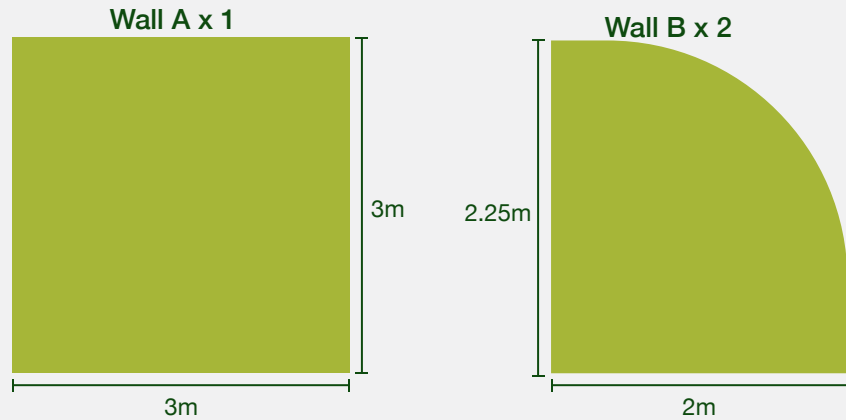
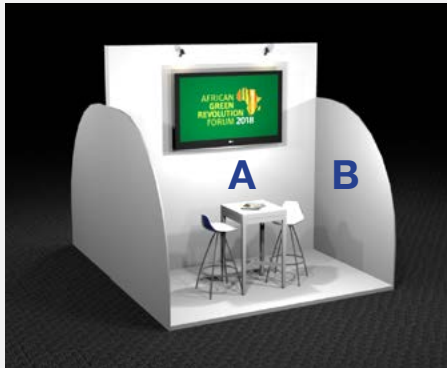
**Each booth comes with one round table, one counter, two chairs, one brochure stand, one electric socket, two spotlights, a trash bin & 32 inch television.**

Price to hire one booth - **\$5,000**

Other costs may be incurred as detailed on page 12 if institutions want additional furniture or technical equipment.

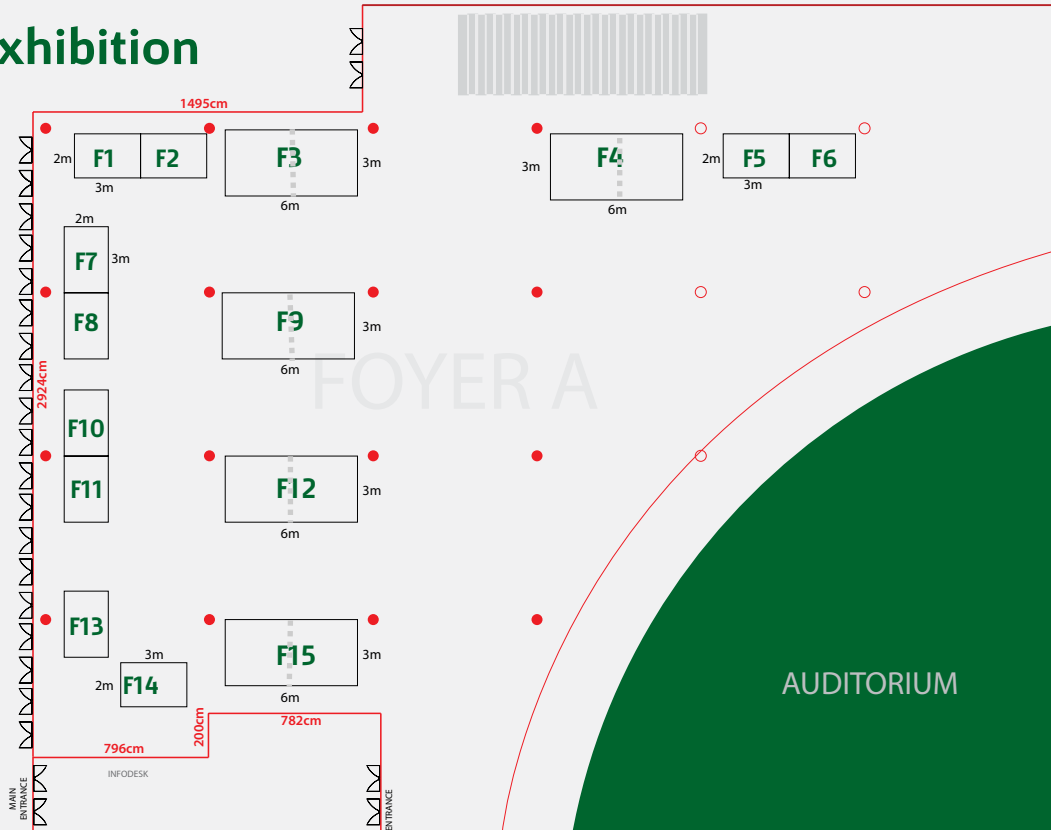
# Branding Space

## 3m x 2m Booth

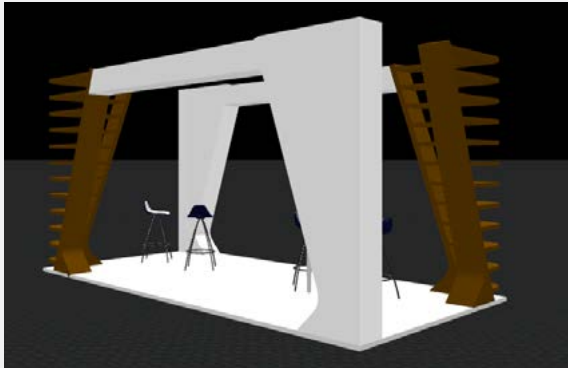


N.B. All measurements are in meters

# Foyer A Exhibition Layout



## Foyer A Exhibition Booth (6m x 3m and 3m x 2m)



6m x 3m



3m x 2m

Each booth comes with two round tables, two counters, four chairs, two brochure stands, two electric sockets, spotlights & a trash bin and two televisions.

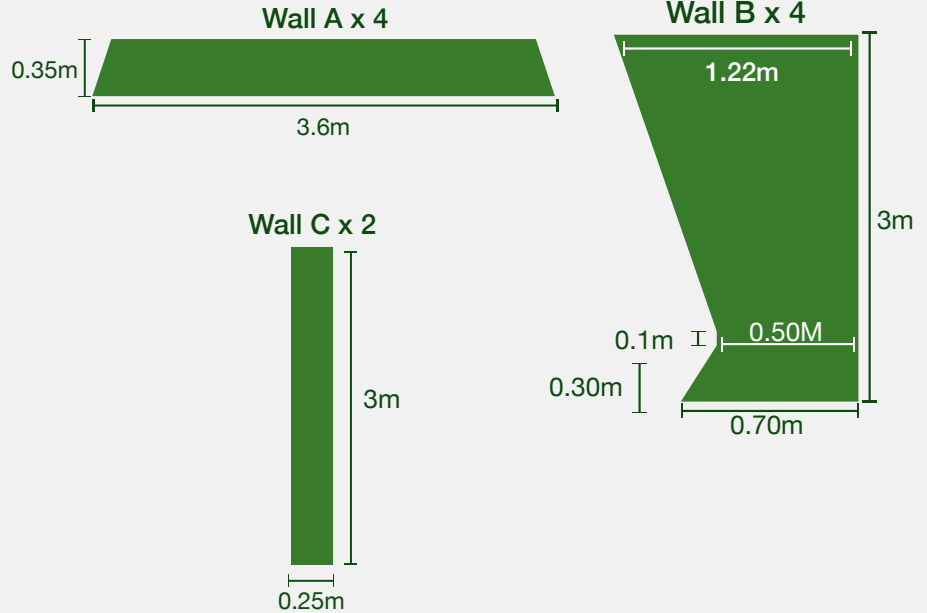
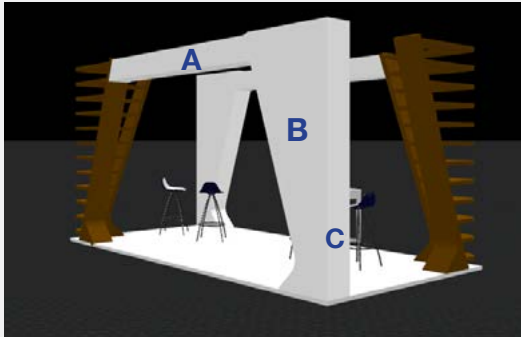
Price to hire 3m x 2m booth - **\$5,000**

Price to hire 6m x 3m booth - **\$15,000**



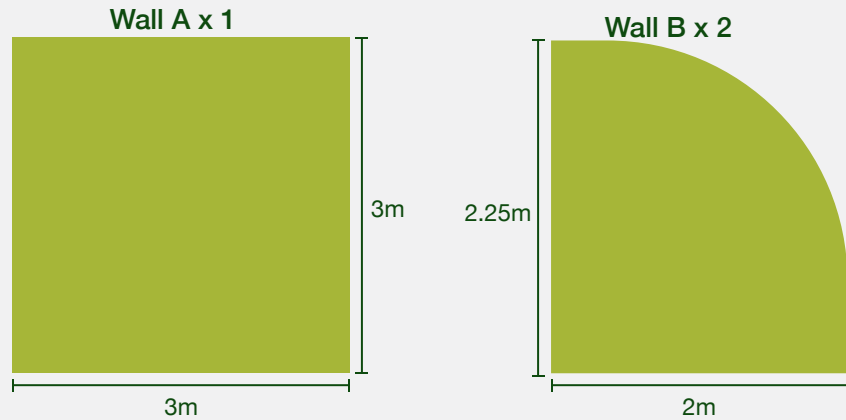
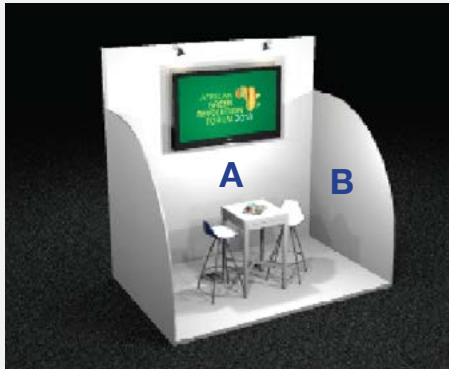
# Branding Space

## 6m x 3m Booth



N.B. All measurements are in meters

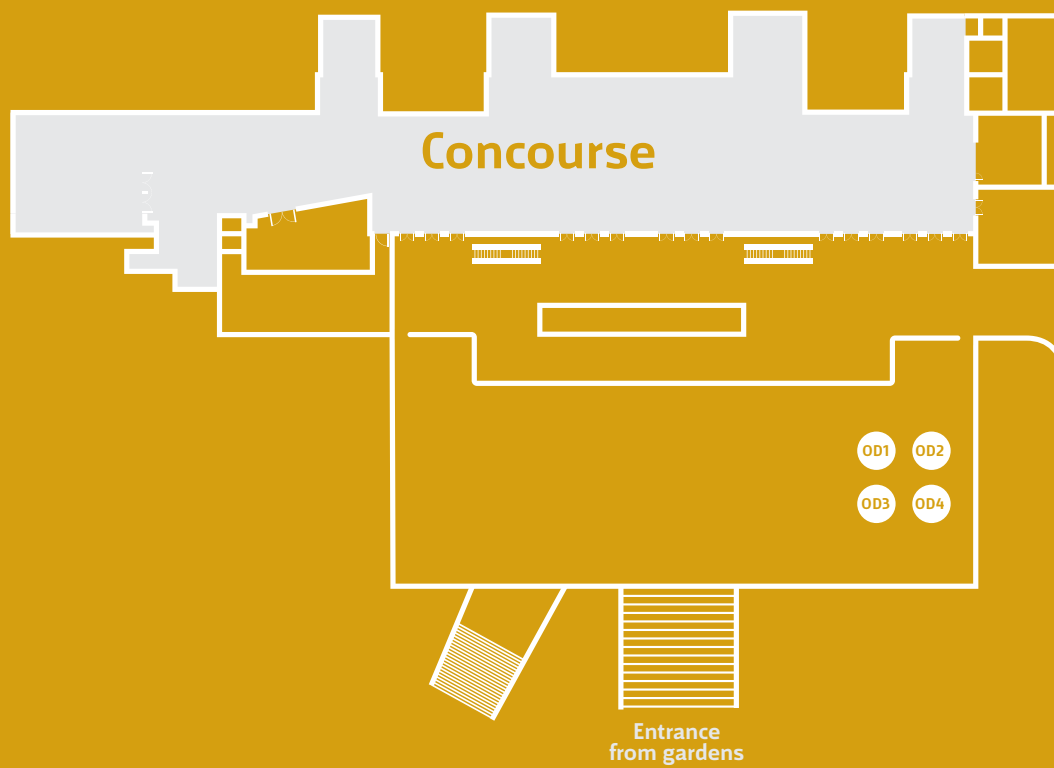
## Branding Space 3m x 2m Booth



N.B. All measurements are in meters



# Outdoor Display



## Other Information

### Set-up information

- Stands will be built between **1st - 3rd September**
- Exhibitors will be able to brand and bring items to their booths from **8am - 6pm on Tuesday 4th September**
- Exhibitors are requested to have removed all items from their booths by **6pm on Saturday 8th September**
- Exhibitors building customized stands may start set-up from **1st September**. All booths must be completed by **6pm Tuesday 4th September**.
- Branding may not be nailed to the exhibition booths
- Sticker materials and or foam-board may be stuck to the exhibition booth

### Rental list

#### Furniture

- Single seat sofa = \$65 for the period
- Double seat sofa = \$85 for the period
- Bar Stool = \$45 for the period
- Foldable chair = \$45 for the period
- Cocktail table = \$50 for the period
- Low information counter = \$50 for the period
- Brochure stand = \$30 for the period

#### TV

- 32" TV on stand = \$300 for the period
- 42" TV on stand = \$350 for the period
- 48" TV on stand = \$400 for the period
- 55" TV on stand = \$450 for the period

#### Others

- HDMI Cable = \$25 for the period
- Queue stands = \$20 per 1.5m for the period
- Power bar / Extension cable 3m with 4 sockets = \$20 for the period

#### Please note:

Costs above exclude VAT chargeable at 18%

Pre-payment is required at least 7 days before the start of the exhibition

## Insurance

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment and display material. Neither AGRF Secretariat, the organisers nor the venue may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.

## Security

Although the venue will be locked each night, exhibitors remain responsible for any material on their stands. The AGRF Secretariat, organisers, venue or any sub-contractor will not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be taken in regards to items such as cellular telephones, laptops and other valuables. Exhibitors are advised to ensure that their products and equipment are covered by their own insurance. We will provide security to oversee the exhibition spaces for the duration of the forum.

# AGRF 2018

## Exhibition Guideline

To secure your exhibition booth:

Email: [agrf@cube.rw](mailto:agrf@cube.rw)

Or get in touch with our team:

Tel: +250 (0) 732 106 106

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