



ONGWEDIVA ANNUAL TRADE FAIR 2023

APPLICATION FORM

Kindly cross with an (X) where applicable

Are you exhibiting:

- Normal / Conventional Trade Fair
 Virtual Trade Fair
 Both

1. EXHIBITOR'S INFORMATION: (Kindly cross with an(X) where applicable)

Exhibitors Name		
Contact Person		
Identity number/Passport number		
Job Title		
Nature of Business <i>(give a brief description of your business)</i>		
CONTACT DETAILS	Postal Address:	Tel No.:
	Fax No.:	Mobile No.:
	Email:	Website address:
Country of Origin <i>(for foreign exhibitors only)</i>		

**A SEPARATE APPLICATION FORM MUST BE COMPLETED FOR EACH EXHIBITION SPACE/ HALL
PLEASE INDICATE WITH A CROSS (X) ON THE APPROPRIATE COLUMN.**

2. INDOOR STANDS: Please tick in the appropriate box

2.1 Queen's Hall 3x3m² @ N\$ 5,000.00		2.2 King Kauluma' s 3x3m² @ N\$ 3,500.00	
2.3 Headmen's Hall 3x3m² @ N\$ 3,000.00		2.4 Traditional Tent @ N\$ 500.00 <i>(Please attached ID copy)</i>	
2.5 Fish Hall 3x3m² @ N\$ 5,000.00		2.6 Virtual	
		2.6.1 Premium @ N\$ 3,000.00 2.6.2 Standard exhibition booth@ N\$ 1,000.00	
NB: Number of stalls required		Total amount Payable N\$	

DO YOU REQUIRE WHITE SHELL HARDBOARD PARTITIONING (CARPETING AUTOMATICALLY INCLUDED)? COST OF BREAKING DOWN THE STAND BUILT BECAUSE OF WRONG MARKING OF THIS FORM WILL BE BORNE BY THE EXHIBITOR.

Note: Not applicable to SME tent

Do you require Exhibitor's name board positioned above the exhibition stand (printed in black/white)?	YES	NO
	YES	NO

3. **OUTDOOR STANDS:** Please cross (X) in the appropriate box

3.1 Open Stand Cat A: 6 – 9m ² @ N\$ 2 500.00		3.2 Open Stand Cat B: 18m ² @ N\$ 3 500.00		3.3 Open Stand Cat C: 36m² @ N\$ 7 000.00	
3.4 Open Stand Cat D: Fish Hall only 36m ² @ N\$ 7 000.00		3.5 Open Stand Cat E: Kidz Entertainment 81m ² @ N\$ 7 000.00		3.6 Open Stand Cat E: 81m² @ N\$ 15 000.00	
3.7 Open Stand Cat G: 150m ² @ N\$ 18 000.00					
Number of stands required:				Total amount payable N\$:	

4. **AGRICULTURAL SHOW**

6-9m ² @ N\$ 2 500.00	YES	NO
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5. **EXHIBITION CATEGORY:**

The product/service sector's I/we wish to exhibit is (Please tick the appropriate category)

Art/Craft/Pottery	Agricultural	GRN/Ministry/ Office/ Depart	Beauty Products	Clothing & Textile
Medical/Pharmaceutical/ Allied Services	Education	Amusement	Electronics	ICT Services
Financial Services	Media	Automotive	Manufacturing	Kitchenware
Regional/Local Authorities	Industrial	Banking	Non-Banking Financial Inst	
Stationery/Publishing	Furniture	Toys	Tourism/Hospitality	Food/ Beverages
Transport	Energy	Real Estate/ Properties	Mining	Fisheries/ Marine

Other, please specify:

6. **ADDITIONAL INFORMATION: EXTRA'S**

- The submission of an application form **does not** guarantee the applicant an exhibition booth/stand/space.
- Successful applicants will be notified as from **17 February, 2023**.
- The deadline for payment of exhibition stands **28 April, 2023**.
- Bookings shall only be confirmed once actual payment has been received.
- Applications for extra entry and vehicle passes must be submitted on or before **30 June, 2023** while payment should be done on or before **July 15, 2023**. No extra passes shall be issued without full payment.
- Application due dates: **31 January, 2023**.
- Late Application due date: **30 April, 2023**.
- Limited tables are available for rental, for the duration of the fair. Only **one** table per exhibition stand, up to a maximum of **two** tables for more than one stand, shall be allowed.

<p>The standard exhibition price includes:</p> <ul style="list-style-type: none"> • The exhibition space (up to 9m²), • 2X Exhibitor's Passes and 1X Vehicle Pass ONLY (N/A to SME Tent) 	<p>ONLY 2X additional Exhibitor's Pass @ N\$180.00 can be ordered per stand.</p>	<p>ONLY 1X additional Vehicle Pass @ N\$ 180.00 can be ordered per stand.</p>	<p>Access Pass Booklet (14X paged) @ N\$ 240.00 PS: Each pass is valid for one entry ONLY.</p>
<p>Rental fee per table @ N\$ 70.00 for the duration of the Fair.</p>	<p>Special Exhibitor's Pass @ N\$ 360.00</p>	<p>Special Vehicle Pass @ N\$ 360.00</p>	<p>Rental of Conference Hall (2x hour session) @ N\$1, 265.00</p>

OATF RESERVES THE RIGHT TO ALLOCATE ME/US IN THE APPROPRIATE PRODUCT GROUPING AREA FOR EXHIBITION. I/WE ACCEPT THE TERMS AND CONDITIONS OF THE ONGWEDIVA ANNUAL TRADE FAIR AND CONSIDER OURSELVES CONTRACTUALLY BOUND BY THESE.

Signature: _____ Name in Print: _____ Date: ___/___/___

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