



## ***AFRICA'S PREMIER ANNUAL TRADE EVENT***

***For the Cotton, Textile, Apparel & Associated Industries***

### **CONVENTION**

ITMF Annual Conference  
7th & 9th September 2018  
Villa Rosa Kempinsky  
Nairobi

### **TRADE FAIR**

9th to 11th September 2018  
Visa Oshwal Centre  
Nairobi  
**KENYA**

Please fill in the registration form and return it to the Organizers.

### **ORGANIZERS**

#### **African Cotton & Textile Industries Federation (ACTIF)**

TRV Office Plaza, 3rd Floor, Suite 3A  
P.O. Box 1249-00606, Nairobi, Kenya  
Tel. +254 725 038884 | +254 733 247052  
Email: [nancy@originafrica.org](mailto:nancy@originafrica.org):  
[info@originafrica.org](mailto:info@originafrica.org)  
Website: [www.originafrica.org](http://www.originafrica.org)

#### **International Textile Manufacturers Federation (ITMF)**

Wiedingstrasse 9  
CH-8055 Zürich, Switzerland  
Phone: +41-44 283 63 80  
Fax: +41-44 283 63 89  
E-Mail: [secretariat@itmf.org](mailto:secretariat@itmf.org)  
Website: [www.itmf.org](http://www.itmf.org)



# CONTRACT & REGISTRATION

Company Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_  
 VAT number: \_\_\_\_\_ Business Reg. no.: \_\_\_\_\_

\*The address you provide will be used for invoicing

## EXHIBITORS (Please choose A, B or C):

**A) Fully Equipped Standard Booth (min. 9 sq.m): Standard Booth Package:** *International Octanorm shell scheme, 1clothes rack, 2spotlight, 1table, 2chairs, single phase energy supply, fascia name, waste bin, general area cleaning and hall security. (limited 6sq.m booths available)*

Space Booked \_\_\_\_\_ SQM X USD 220 = \_\_\_\_\_

**OR**

**B) Space only (min. 36 sqm):** Indoor floor space base rate including: General aisles cleaning and general security of the halls: (2 exhibitor badges for every 9sqm)

Space Booked \_\_\_\_\_ SQM X USD 195 = \_\_\_\_\_

**ADDITIONAL CHARGES: 10% for corner stand with 2 sides open, 20% for head stand with 3 sides open, and 30% for island stand with all sides open subject to availability.**

## ADVERTISEMENTS IN THE EXHIBITION CATALOGUE: *Artwork must be provided at least 30 days before the event.*

A) Full Page USD 1140 = \_\_\_\_\_

B) Half Page USD 720 = \_\_\_\_\_

**TOTAL AMOUNT in USD** = \_\_\_\_\_

I, the undersigned, representing \_\_\_\_\_ will be exhibiting in **The ORIGIN AFRICA 2018 TRADE EVENT** and declare that I am aware of the Terms and Conditions governing the exhibition and agree to abide to them.

## Payment Schedule & Procedure

50% of total charges must be paid immediately upon receipt of the invoice. Remaining total charges are to be balanced by latest **1st August 2018**. The execution of this contract and its receipt by ACTIF is deemed conclusive evidence of the applicants' agreement to balance the full fees due. The application is non-cancellable by the applicant. The applicant further acknowledges that ACTIF having incurred expenses as a result of the contract/application, is not required to refund any of the fees and that ACTIF is also entitled to any unpaid amounts that may be owing by the applicant to ACTIF. With this signature we that we have read, understand and accept the Terms and Conditions.

NAME

SIGNATURE

DATE & RUBBER STAMP



# CONFERENCE REGISTRATION

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

\*The address you provide will be used for invoicing

## ITMF CONFERENCE

**Exclusive Offer, Limited Availability for ACTIF Members and Africa based Exhibitors Only.**

**DELEGATE PACKAGE:** Full participation in the ITMF Conference including all seminars, workshops, networking, social events and access to visit Origin Africa Trade Fair. Preliminary Program details available at [www.itmf.org](http://www.itmf.org) and [www.originafrica.org](http://www.originafrica.org)

**Travel & Accommodation costs excluded.**

**A) ACTIF Members**

Nº of Conference Delegates \_\_\_\_\_ X USD 500 per delegate = \_\_\_\_\_

**OR**

**B) Africa based Origin Africa Exhibitors:**

Nº of Conference Delegates \_\_\_\_\_ X USD 650 per delegate = \_\_\_\_\_

**C) ITMF Members and others interested in attending ITMF Conference, please contact ITMF Secretariat directly on [secretariat@itmf.org](mailto:secretariat@itmf.org)**

**TOTAL AMOUNT in USD** = \_\_\_\_\_

I, the undersigned, representing \_\_\_\_\_ will be attending the **The ITMF CONFERENCE** and declare that I am aware of the Terms and Conditions governing attendance and/or exhibition at the event and agree to abide to them.

### Payment Schedule & Procedure

50% of total charges must be paid immediately upon receipt of the invoice. Remaining total charges are to be balanced by latest **1st August 2018**. The execution of this contract and its receipt by ACTIF is deemed conclusive evidence of the applicants' agreement to balance the full fees due. The application is non-cancellable by the applicant. The applicant further acknowledges that ACTIF having incurred expenses as a result of the contract/application, is not required to refund any of the fees and that ACTIF is also entitled to any unpaid amounts that may be owing by the applicant to ACTIF. With this signature we that we have read, understand and accept the Terms and Conditions.

NAME

SIGNATURE

DATE & RUBBER STAMP



# PRODUCTS GROUPS

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Exhibits will be categorized in the following product groups:

Please mark 'X' where appropriate:

## Fibre, Textile & Apparel

- Fibres
- Textiles
- Trims and Findings
- Mens-wear
- Ladieswear,
- Baby & Childrenswear
- Fashion Accessories
- Performance and Technical Textiles
- Corporate Wear
- Fashion Designers & Brands
- Associations, Promotional Entities
- Logistics and Shipping
- Services (Please describe) .....
- Other (Please describe) .....

## Technology

- Textile Machinery
- Apparel Machinery
- Laboratory Equipment and Product Testing Services
- Embellishment Machinery, Products and Services
- Bonding, Separating Laminating Coating equipment
- Planning, Control and Monitoring Processes and Systems
- Purification, Recycling & Disposal Technologies and Equipment
- Quality Assurance & Auditing
- Services (Please describe).....
- Other (Please describe).....

## Accessories, Home, Gifts

- Home Textiles
- Furniture & Upholstery
- Floor and Wall
- Bath and Beauty
- Jewellery
- Bags, Belts, Ties, Scarves
- Jewellery
- Gifts
- Handcrafted Items (Please describe).....
- Other (Please describe) .....



# TERMS AND CONDITIONS

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## **Admission**

Admission is solely at the discretion of the Organizers

Admission becomes valid upon receipt of the duly completed application form and after payment of all amounts due.

At least 50% of total charges must be paid immediately upon receipt of the invoice and any balance remaining must be settled by **1st August 2018**.

An applicant who cannot exhibit for reasons beyond their control will not be entitled to any reimbursement by the Organizers. However, if the Organizer is successful in sub-letting the booth to a third party, the former tenant will be reimbursed up to 50% of his total participation fees.

In case of "force majeure" rendering it impossible to hold the exhibition, the Organizer has the right to cancel the event by giving written notice to all registered exhibitors. In such event, the exhibitors will have no claim for compensation or damages. Money remaining after settlement of all expenses incurred will be divided amongst exhibitors in proportion to the sums contributed by them and on express understanding that they have no remedy whatsoever at law against the Organizers.

## **Obligations and Rights of Exhibitors:**

The exhibitor is entitled to set up their booth/s on **Saturday 8th September 2018 and Sunday 9th September 2018 between 09H00 and 18H00**. Should additional set up time be required, please contact the Organisers who will make every effort to arrange accessibility. Please note that this may attract extra charges.

All samples, exhibition goods and decorations must be removed by **12:00 on Thursday 12th September 2018**.

The exhibitor is responsible for the decoration of his individual booth and for the transport, reception and dispatch of his packages and for the checking of their contents. Samples or gifts will only be distributed at the booth of the exhibitor.

The exhibitor shall exhibit only materials, products or services linked with the product category indicated on the application form.

Exhibitors are not permitted to advertise a firm, which is not exhibiting, nor sub-let all or a part of the space allocated to the without the prior written approval of the Organizers.

Exhibitors will be responsible for the cleanliness and good appearance of their booth and shall ensure that it is adequately staffed during the opening hours of the exhibition.

Exhibitors must conduct themselves so as to avoid inconvenience, discomfort or damage to other exhibitors or visitors.

Exhibitors will be responsible and liable for any damage they cause.

## **Obligations and Rights of the Organizer:**

The Organizers are responsible for the overall decoration and daily cleaning of the Venue.

The floor plan and allocation of stands is the sole responsibility of the Organizers. While every effort will be made to accommodate special requests, these cannot be guaranteed at the time of booking. Exhibitors are urged to book and advise any special requests as early as possible as **space and position will be based on a first come first served basis**.

The Organizer reserve the right to refuse entry to any person without being required to give a reason.

**Official Opening** – Sunday 9th September 2018

**Trade Event Days** – Monday 10th to Tuesday 11th September 2018

**Trade Event Hours** –10:00hrs - 18:00hrs

## **Insurance**

The exhibitor must at his own expense subscribe an insurance policy covering all risks, which he may incur, or occasion in his own stand. The Organizer is deemed to be absolved from all liability in this connection including loss, theft or damage of any kind.

## **Application of the rules**

By signing an application form, the exhibitor accepts the provisions of these rules and all such new regulations as may be imposed by circumstances and adopted in the interest of the exhibition by the Organizers.

Any infringement of these rules or of any complementary regulations decreed by the Organizer in the interest of the exhibition will entail the debarring of the offending exhibitor at the sole discretion of the Organizer.

The Court of Kenya alone will be competent in the event of dispute.

## **Disclaimer**

The African Cotton & Textile Industries Federation (ACTIF), International Textile Manufacturers Federation (ITMF), Visa Oshwal Centre (VOC) and Villa Rosa Kempinski, Nairobi and any of their members, directors, officials, agents, employees or servants shall not be liable to any visitor for any loss of, or damage to property, or for any personal injury or the death of any person, howsoever arising and whether caused by reason of default or negligence of any of the said persons.