



No. 70/TF/0870

السلام عليكم ورحمة الله وبركاته

Sub: **18th Uganda International Trade Fair (UGITF 2010)**
Kampala, Uganda, 5-11 October 2010

The General Secretariat of Islamic Chamber of Commerce & Industry (ICCI) presents its compliments to its Member Institutions and has the honor to state as follows:

Uganda Manufactures Association, the organizers of the Uganda International Trade Fair (UGITF), is organizing the 18th Uganda International Trade Fair (UGITF) in Kampala, Republic of Uganda from 5 to 11 October 2010. UGITF is a well established multi-sectroal trade fair, which has been providing a unique platform to businessmen for the last 17 years. Its business success is demonstrated by the increased participation of exhibitors from both the foreign and in the host country. The UGITF-2009 attracted 905 exhibitors from 23 countries. The above Fair will provide excellent opportunity to exhibit their products and services as well as explore market in Uganda and in East African region. Exhibitor and registration form **enclosed**.

In view of the significance of the above Trade Fair, Member Institutions are requested to kindly circulate the above information among their members, encouraging the business community of their respective countries to participate in the said Fair. Honorable Members are also requested to publicize it in their websites / newsletters / periodicals / magazines or in any other printed materials. Interested participants may directly contact at the following:

Uganda Manufactures Association (UMA)
Lugogo Show Grounds
P.O. Box 6966, Kampala
Tel: 00256-414-221034, 00256-414-287615/2
Fax: 00256-414-220285
Email: administration@uma.or.ug, membership@uma.or.ug
Website: www.uma.or.ug

The General Secretariat of the Islamic Chamber avails itself of this opportunity to renew to the Member Institutions, the assurances of its highest consideration.

Ramazan 26, 1431
Karachi, September 6, 2010

ALL MEMBER INSTITUTIONS

Encl. As mentioned

**General Secretariat of the Islamic
Chamber of Commerce & Industry**

**18TH UGANDA INTERNATIONAL TRADE FAIR 5th- 11th OCTOBER, 2010 EXHIBITOR
APPLICATION AND REGISTRATION FORM**

S. No

The information you provide will be used in the official Trade Fair Catalogue (please print in capital letters)

Company name.....
 Name of contact person..... Postal address.....
 Designation..... Telephone..... Physical address.....
 Fax..... E-mail..... Website.....
 Product to be exhibited.....

REGISTRATION FEE: US \$ 20

EXHIBITION SPACE REQUIREMENT

1. INDOOR SPACE IN THE EXHIBITION HALLS

Shell scheme, stand on porcelain tile floor, 1 small office desk, 1 office chair, 1 twin power socket.

Hall I..... US \$ 100 per sq. metre (excl .18% VAT) (Minimum: 9 sq.Metres)
 Hall II..... US \$ 50 per sq. metre (minimum: 9sq metres)

2. INDOOR SPACE ON CEMENT SCREED / TERRAZO FLOOR

With partitioned stand.....US \$ 90 per sq. metre (excl .18% VAT) (Minimum: 9 sq. Metres)

3. INDOOR BARE SPACE.....US \$ 85 per sq. metres (excl .18% VAT) (Minimum: 10 sq. Metres)

4. OUTDOOR SPACE (BARE GROUND)US \$ 900 per 30 sq. metres (inc .18% VAT) (Minimum: 30 sq. Metres)

Other stand facilities such as shelves, chairs, desks, refrigerators, television sets, video cassette players, telephone, spot lights e.t.c available on request and on extra payment to be made directly to the authorised agencies.

Exhibition space desired (in square metres)

1. MAIN EXHIBITION HALL I.....sq.m..... US\$.....
 2. MAIN EXHIBITION HALL II.....sq.m..... US\$.....
 3. INDOOR SPACE WITH PARTITIONED STANDS sq.m..... US\$.....
 4. OUTDOOR SPACE (BARE GROUND) sq.m..... US\$.....

Other stand facilities required.....

DEADLINE FOR APPLICATION: 16th AUGUST, 2010

No application will be accepted or space assigned without the full payment after the deadline.

Total space cost: Us\$.....

Payment to be made by Bank Draft / Telegraphic Transfer (T.T) in favour of

"UGANDA MANUFACTURERS ASSOCIATION" A/C NO. 0240059960301 Account Dollar or 0140059960302 Shillings Account Stanbic Bank (U) Ltd, Kampala - Uganda P. O. BOX 7131 Kampala – Uganda

Date of payment.....

THE EXHIBITOR IN CONSIDERATION OF BEING PERMITTED TO PARTICIPATE IN THE TRADE FAIR, HEREBY AGREES TO BE BOUND BY THE RULES AND REGULATIONS MADE HEREIN AND SHOWN OVERLEAF

Name in which you will exhibit.....

Name of authorised signatory..... Designation.....

Signature..... Date.....

FOR OFFICIAL USE

UGANDA MANUFACTURERS ASSOCIATION

Name of signatory..... Designation.....

Date.....Signature

Space Allocated.....Out door space / Pavilion / Hall No

18TH UGANDA INTERNATIONAL TRADE FAIR OCTOBER 5TH- 11TH OCTOBER, 2010

RULES AND REGULATIONS FOR PARTICIPATION

1. DEFINITION

The term "Exhibitor" shall include employees, servants and agents of the company, partnership, firm or individual to whom space is allocated for the purpose of exhibiting. The term "Organizer" shall mean Uganda Manufacturers Association.

2. TRADE FAIR STAND NOT OWNED BY UGANDA MANUFACTURERS ASSOCIATION

Owners of Exhibition stands on the Lugogo Show Grounds are subject to special regulations which will be handed to them by the Organizer.

3. APPLICATION FOR PARTICIPATION

All applications for participation shall be made on the Uganda International Trade Fair application form and mailed to the Uganda Manufacturers Association Lugogo Show Grounds P.O Box 6966 Fax: 256-414-220285, which shall be submitted together with Full payment to the Organizer, before the deadline. Participation fees are prescribed on the application form given overleaf

4. ADMISSION Any individual, domestic or foreign manufacturers, trading company, service undertaking or any Firm authorized by a manufacturer exhibit its products / services is admissible as an Exhibitor. Exhibition of arms, ammunition and explosives is prohibited.

5. SECURITY

The organizer shall take reasonable security precautions in the interest of Exhibitors and visitors. However, the Organizer neither shall nor be held responsible for any loss, theft or damage of exhibits.

6. FAILURE OF SERVICE

The Organizer shall not be liable for any loss sustained by the Exhibitor directly or indirectly attributable to the cancellation, suspension or alteration of the scheduled Trade Fair from the period advertised or specified due to:

Force majeure, acts of war, military activity, law by national state. Local Government or civil authority requisition, fire, flood, tempest or excessively inclement weather, earthquake or combination of the same damage caused by an aerial object or aircraft and strikes or lockouts by workers

In the event of the exhibition being cancelled or postponed, the fees paid to the organizer or any part thereof may be refunded to the Exhibitor or the sole discretion of the Organizer but without prejudice to the Organizer's right to appropriate the entire sum of any part thereof to cover expenses.

7. INSURANCE LIABILITY RISK

All exhibitors shall insure, identify and hold the Organizer and the respective building owners harmless in respect of all costs, claims demands and expenses to which they may be subject as a result of loss. Injury arising to any person however caused while the persons are open or examining or passing the exhibition stand during the tenancy of the exhibition and loss or damage to any property caused by the exhibitor or employees and Agents.

8. CONTACT

Exhibitors shall not resign the contract without the express consent of the Organizer .

9. SUPPLEMENTARY CLAUSES

whenever necessary the organizer shall have the right to issue rules and regulations in addition to those herein and they shall be binding on the exhibitors.

10. SALE OF EXHIBITS.

Exhibitors may sale goods at the fair grounds but this will be subjected to the Uganda Customs regulations and the written permission of the Organizer. Sale of goods shall be confirmed to each exhibitor's shall only. Under no circumstances should the exhibitor sell his products from any other place other than his/ her stall.

11. IMPORTANCE / RE-EXPORTATION OF EXHIBITS

A list of exhibits should be prepared and shown to the Customs Authority at the point of entry, and goods shall be re-exported within the period stipulated to the Uganda Revenue Authority , and duty shall be paid on any missing items not satisfactorily accounted for.

12. OPENING AND CLOSING OF STANDS

All exhibitors are required to adhere to the following rules - to open at 9:00a.m and remain open during the official hours of the show up 8:00 pm each day. Inform the organizer if you cannot continue exhibiting as soon as possible.

13. FERRYING OF EXHIBITS

It is only after 6:00am to 9:00am that vehicles ferrying exhibits, replenishment empty containers etc. will be allowed in the show grounds. Exhibitors are required to adhere to these terms.

14. CARS/VEHICLES PARKING

No cars/ vehicles will be allowed to park in the exhibition areas. Cars/ vehicles will be parked in the designated parking areas only, at the owners' risk.

15. PUBLIC UTILITIES

(a) Electricity

Exhibitors can apply for additional electricity power on the basis of the existing tariffs, Exhibitors wishing to have electricity installed in their stands should contact the Trade fair Manager UMA Show Ground Lugogo P.O Box 6966 Kampala. Exhibitors supplied with electric power without meters will receive their bills from the organizer. The bills are to be settled before the exhibitor/ s is cleared to leave the Show Ground after the Fair.

(b) Telephone & Telex

Each exhibitor shall apply for a telephone and or telefax which will be provided and charged on the basis a tariff determined by the Uganda Telecommunication Limited. Exhibitors wishing to have telephone / telfax installed in their stand should contact the Trade Fair Manager at least 20 days before the fair commences. The organizer accepts no responsibility for break - down or failure of any of the services provided for or in connection with exhibitions

(C) Rubbish / Garbage

The organizer will be responsible for removal of garbage in their dustbins that are located in strategic places within the show Grounds. This excludes any building materials which are the responsibility of the Exhibitors. Exhibitors are required to keep their stalls in good and clean condition

16. HEALTH REGULATIONS

Any exhibitor wishing no disperse food drinks to their visitors, clients / customers must first obtain written consent from the Organizer. Please note that no exhibitor MAY sell food or drinks without approval from the Kampala City Council. Exhibitors must ensure that a high standard of hygiene is maintained. Dispensing or sampling alcohol or spirits in the stands is strictly forbidden except by those exhibiting the product that will do so under the written authority, guidance of the Organizer

Under no circumstances shall paraffin or inflammable or explosive products be sold or stored or displayed in the stalls. Any one who contravenes this article will be liable to a Fine of US\$ 200 and full cost of the damage that may arise and shall also be liable for prosecution

17. LIVESTOCK

livestock including those exhibited at the Trade Fair stands/ may only enter the Show Grounds if they conform to the animal regulations governing Uganda movement vaccination documents etc In no circumstances will animals other than those on display be allowed into the Show Grounds

18. OBJECTIONABLE NOISE

Exhibitors must contain any loud making apparatus within their stand/s plot/s. No live band will be allowed on any stand before 4:00pm other than those in the Arena and Beverage area

19. TERMS AND CONDITIONS OF PAYMENT

If any exhibitor does not fulfill his financial obligations, UMA may retain the exhibits and stand fittings and sell them by public auction or on the open market at the Exhibitor's expense

20. CANCELLATION OF PARTICIPATION

A cancellation of participation can be accepted only on condition that it has been submitted in writing up to the time - limits for submitting application forms for participation that is, two months before the fair's opening or the advance payment is forfeited. For cancellation reaching the fair to beyond this last deadline the exhibitor is obliged to pay the balance if his/her space is not allocated to another exhibitor

21. NEW WORKS

Exhibitors who intend to erect buildings either on permanent or temporary or to make alterations to existing buildings on their plots MUST FIRST obtain written permission from the Trade Fair Management before they start work. All structures to be erected in the Show Ground MUST FIRST have plans approved by Kampala City Council Authority. All Construction works MUST be completed four weeks before the Trade Fair commences

22. VISA

Exhibitors shall be responsible for obtaining visas as may be required to enable them and their servants, agents, representatives, invitees or other to attend the Exhibition and in no events shall there be any claim for damages or otherwise against the Organization in respect of any loss or expenses relating there to.

23. ENTRANCE OF EXHIBITORS

Each Exhibitor is entitled to two (2) Exhibitors cards free of charge These cards are nominal strictly personal, and are not interchangeable. Additional cards required by the Exhibitors are provided by the Trade fair Management, at its own discretion at a price to be determined by the Organizers.

24. SUB-LETTING OF STANDS

NO EXHIBITOR WILL BE PERMITTED to sub-let the whole or any portion of the stand - plot allocated to her / him nor permit the space to be utilized by any anyone else without having first obtained written permission from the Organizer.

25. REMOVAL OF TEMPORARY STANDS AND EXHIBITS

Temporary stands and exhibitors MUST be removed not later than seven (7) days after the close of the fair, thereafter, participants will be required to pay a penalty to be determined by the Organizer. Storage of exhibits in the open area will not be permitted after the close of the fair and will attract penal rent to the culprits.

26. OBSTRUCTION OF GANGWAYS AND OPEN SPACE

No exhibitor shall at any time obstruct or allow to be obstructed by their goods or in other manner. Gangways, passages, open spoons and pathways must be left clear. Failure to observe these regulations may result into disciplinary action to be determined by the Organizer

27. FIRE

The Uganda FIRE BRIGADE recommends that all exhibitors furnish their stands with fire extinguishers, which will greatly help before the arrival of the fire engine in case of fire

28. ARBITRATION

Any dispute, difference of question which may arise any time hereafter between the Organizer and the exhibitor touching on the construction of the TERMS OF THE CONTRACT or the right and liabilities of the parties hereto shall be decided by an Arbitrator to be chosen by the Organizer in Kampala

The Uganda Manufacturers Association takes this opportunity to welcome you to the Uganda International Trade Fair.

Further information about the Fair can be obtained from

DIRECTOR
UGANDA INTERNATIONAL TRADE FAIR
P.O. BOX 6966
TEL: 256-414-220034, 287615. 0312-278823
FAX: 256-414-220285
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Email: marketing@uma.or.ug
Internet: http://www.uma.or.ug/uma.htm