



GEO WEEK 2022

31 October – 4 November 2022

ACCRA INTERNATIONAL CONFERENCE CENTER (AICC), GHANA

EXHIBITION MANUAL



Dear exhibitor,

Thank you for your participation in GEO Week. This exhibitor manual is designed to include everything needed to prepare your exhibition. It explains the required forms and includes information on shipping your exhibition items, and setting-up and dismantling your booth.

Please pay particular attention to the build-up schedule and technical specification list to prepare for the event, noting the deadlines.

Please email the forms as indicated and retain a copy of each form for your records.

The local organizing committee is available to help you, so please feel free to contact us anytime. We look forward to working with you.

With best regards from the local organizing committee.



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General Information Section 1

Organizer

Contact : Local Organising Committee
Accra, Ghana

Phone : +233 208128851
Contact Person : Wisdom Donkor
E-mail : geoweeek22exhibition@gmail.com

Exhibition venue

Venue : Accra International Conference Center (AICC), Ghana
Exhibition Area : AICC Foyer
Phone : +233 0208128851



Exhibition dates & opening hours

Day	Date	Timing
Monday	31 st October 2022	0800 hrs 1800 hrs
Tuesday	1 st November 2022	0800 hrs 1800 hrs
Wednesday	2 nd November 2022	0800 hrs 1630 hrs
Thursday	3 rd November 2022	0800 hrs 1630 hrs
Friday	4 th November 2022	Field Trip

- Stands must be staffed at all times during opening hours of the exhibition.
- If a booth is not staffed when the exhibition opens, the organizers will remove protective covers and turn on the stand lights.
- For the buildup and breakdown schedule please see page 6.
- Any change in timing will be communicated to all exhibitors

Currency

The currency in Accra, Ghana is the Ghanaian Cedi (GHS). For up-to-date exchange rates, please refer to a currency exchange site, such as xe.com.

Tourist Information

For tourist information on Ghana, please refer to <https://www.ghana.travel>

Visa

Please check with your travel agency, or with the Ghana Embassy in your country, if you need a visa to enter the country. The local organizing committee travel support team can assist with visas. Please see the contact details in the practical information section of the GEO Week 2022 website.



Technical Information Section 2

Booth price table

	Description	Unit Cost USD (\$) Per day
1	Standard booth 9 square meters (3 shell scheme) <ul style="list-style-type: none"> • table • chairs • 2 spot light • carpets • rubbish bin • Fascia name and logo • Light in booth and 1 power socket: single phase power point (not for lighting – only during exhibition hrs.) 	\$675
2	Printing and installing graphics on booth panels. (97cm x 248cm)	\$80 (one-off cost)
3	Customized booths/“raw space” according to company’s designs and specifications	To be discussed with the event secretariat
4	Additional items will be at a cost. Refer to the exhibition services guide and request form.	-

Please use the booth request form on the GEO Week 2022 webpage to order a booth and additional equipment. Multiple booths may be requested to create a larger space. If exhibitors require a slightly larger booth, the cost per square metre is 75 USD per day. Please contact the organizers via the request form to discuss your requirements.

Build-up schedule

Schedule for exhibitors using the standard shell scheme

Day	Date	Timing	Information
Sunday	30 th October 2022	1500 hrs	Bringing in the machines and printed designs for the booth setup
Monday	31 st October 2019	0500 hrs	Aisles must be clear and emptied & packing materials taken for storage. Installation of exhibits inside the stands only, no more movements in the aisles, in view of cleaning & carpeting of aisles

Schedule for exhibitors **building their own stand (Raw Booth/Customized Booth)**

Day	Date	Timing	Information
Sunday	30 st October 2022	0900 hrs	Booth setup and installation



Monday	31 st October 2022	0500 hrs	Aisles must be clear and emptied & packing materials taken for storage. Installation of exhibits inside the stands only, no more movements in the aisles, in view of cleaning & carpeting of aisles
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❖ IMPORTANT

As an exhibitor, we require the following information from you by October 10, 2022 at the latest. Please use the company information form available on the GEO Week 2022 website.

- 100 word company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email
- Fascia name in MS Word Format

Possession of exhibit space (for exhibitors taking Raw Space)

Exhibitors using any contractor other than the official stand construction contractor for their stalls will only get possession if the drawings/designs for their booth have been approved by the organizer and the performance bond/security deposit is in place.

Possession of space will be given to those **exhibitors who have made FULL PAYMENT**, and have provided performance bonds/security deposits of \$250 USD to the conference secretariat by **30 October 2022. The amount will be returned** to the exhibitor after the exhibition, provided that the exhibitor has not caused any damage to the property. This deposit must be paid by the contractor of the raw booth, if the contractor is not the official contractor.

Contractual working hours agreed with the Accra International Conference Center do not allow any delay in leaving the exhibition area after contractual hours. If an exhibitor, their staff, their contractor or their supplier does not leave the premises at, or before, the times specified, the exhibitor will be held responsible for additional rental fees incurred.

Plan approval

Exhibitors who have reserved 'raw space' and are using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval by the organiser. This is to prevent costly alterations on site being required by the venue and the organizer. ***The deadline to submit the booth design for approval is 10 October 2022.***

These plans shall include elevation drawings. One set of drawings duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

Carpentry

Contractors and exhibitors are requested to strictly observe that carpentry inside the halls during build-up is not permitted. Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall. ***It's mandatory to use carpet on the ground before starting the***



Installation of your raw booth.

Completion

Installation of stands/booths should be **completed by 0500 hrs on 31nd October 2022**. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be **ready by 0700 hours on 31nd October 2022**, for inauguration of the exhibition.

Please Note:

- Exhibitors must order items and accessories, furniture and power supply if required through the booth request form, which should be submitted to the following email address: geoweeek22exhibition@gmail.com

Booth inspection

Inspection of the booths will be carried out continuously during build-up procedures to make sure that exhibitors have received the services ordered, and to see if the instructions of and on behalf of the organizers and the **Accra International Conference Center** have been taken into account.

Technical specification

Below are important technical specifications related to the use of your exhibit space, the standard stand construction package, and the exhibition area in general.

Building height

- ❖ The building height is **248 cm** for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).
- ❖ For higher raw booths of more than 3m, permission is required from the organizer by submitting the design of the stand before 10 October 2022.

Floor material in exhibition area

Objects in a shell scheme stand which are higher than 240 cm should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines. For objects higher than 220 cm, permission is required from the organizer.

If you wish to bring a display system (e.g. pop-up display) to put up in your stand, please inform the organizer with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.

Electricity

For raw space, power connection from the main distribution box inside the exhibitors' area will be provided by the organizer commencing 31st October 2022. **All the raw booth exhibitors are requested to provide their electricity requirements via the booth request form and send this to geoweeek22exhibition@gmail.com**



Connection to the exhibitor's equipment from the distribution box inside the exhibitor's area will be operated by the exhibitors. A work completion-listing report must be provided to the event secretary after the exhibitors have completed their work on **31st October 2022 by 0500 hrs.**

Each stand will be provided with electric power at one or more main points depending on their requirements, subject to additional charges. Please fill in the electricity form to order additional electricity for your booth. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections or throw-over switches are not allowed. Power load is not allowed to be taken from the wall sockets.

All the main electrical supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.

Exhibitors are advised to install equipment's voltage stabilizers/UPS for sophisticated equipment. Exhibitors are advised to exercise the highest level of safety precautions and engage the services of only qualified professionals for electrical wiring and installations.

Audio visual

All audio visual enquiries for exhibition stands can be requested directly from the event secretariat, this will be subject to an additional cost based upon requirements. All ordering, payment and logistics should be coordinated directly by the event secretariat.

Delivery and removal of exhibits

The delivery and removal of exhibition goods, with the exception of hand-carried materials, should take place via the loading Area of "**Accra International Conference Centre**". The following instructions apply for the delivery and loading of goods.

- ❖ Exhibits cannot be taken out of the exhibition halls during the exhibition period.
- ❖ Removal or delivery of exhibition stores in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- ❖ Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, a "Goods removal pass" must be obtained from the venue and signed and stamped by the organizer.
- ❖ **Goods removal pass:** At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. Make 4 copies



of an itemized list showing equipment and material required to be exited from **Accra International Conference Centre**. These copies must be on the exhibitor company's letterhead, duly stamped with the company's official seal and signed by an authorized person. Please have all copies attested and stamped by the event secretariat.

Waste

Exhibitors must not throw waste material from their stands into the aisles. Empty cases/crates should not be left in the aisles to ensure the safety of all participants.

Booth cleaning

For any situation that calls for the assistance of the cleaners, don't hesitate to look for them throughout the week.

Storage and waste materials

The organizer is unable to provide storage facilities in the hall for packing cases, surplus materials or other property of the exhibitors. Arrangements for safekeeping of such items must be made with the event secretariat.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited.

Dismantle of Exhibits

The halls must be handed over to the Accra International Conference Center promptly on the final day of break-down. Shell Scheme Exhibitors must ensure that their exhibits and stand materials are removed by 1800 hrs on 3 November 2022. The special stands (Raw space) must be removed by 2200 hrs on 3th November 2022. The organizer will dispose of any items remaining in the hall beyond this time, and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.

Stand number and final allocation

Stand locations and stand numbers will be (re-)confirmed by the Event Secretariat. In case it is necessary to change an exhibitor's stand number or stand location, the exhibitor will be notified immediately.

Personal belongings

All exhibitors/participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

As it is impossible to provide complete protection against theft, exhibitors should ensure that



their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under your strict supervision at all times.



Rules, Instructions and Regulations.....Section 3

Rules, instructions and regulations

- ❖ Raw space exhibitors/contractors will also be responsible for the proper behavior of the contractor, if the contractor appointed is other than the official contractor.
- ❖ The exhibitors/contractor will also have to bear any charges levied by the venue Accra International Conference Centre for damages caused to property, walls, flooring, etc.
- ❖ Exhibitors' contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall should not be left in an unsightly state.
- ❖ Exhibitors/contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. **Only finishing and touching up of paint (not complete painting) is permitted inside the hall.**
- ❖ Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
- ❖ Exhibitors/contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by **0500 hrs on 31nd October 2022.**
- ❖ Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
- ❖ No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- ❖ A finished back wall, except in the case of an island or peninsula stand, must be provided.
- ❖ Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package may not be utilized by the 'raw space' exhibitor.
- ❖ Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- ❖ Exhibitors are requested to obtain approval from the organizer for booths exceeding 3 meters in height.



❖ We would highly recommend that you practice caution with regards to the move in/build up and tear down/move out phase of your exhibitions. We would recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the venue.

- Protection of the carpet by old carpet or plywood for the movement of heavy duty trolleys during move in and move out.
- Protection of the carpet, particularly in the aisle, with plastic sheets, plywood or used carpet during build up.
- No sanding, sawing, metal cutting, major painting or major construction allowed.

Force majeure

If due to force majeure or other unavoidable circumstances, the organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organizers reserve the right to reschedule the event in the interest of the exhibition.

Insurance for contractors & service providers.

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. The organizers will not be liable for any damage.



Contact Details for Services

Service	Official Vendor	Order Due Date
All orders must go through the Event Secretariat, Local Organizing Committee (including orders for furniture, electronics, booth signage printing etc).	Visionary Face Services Ltd. 20 Osu La Crescent, Accra – Ghana P.O.Box KN6181, Kaneshie – Accra	10 October 2022
Fascia Name, Company Information, Security Deposit, Electricity Order, Booth build up etc.	Wisdom Donkor Event secretariat Local Organising Committee Tel :+233208128851 Email: geoweeek22exhibition@gmail.com	10 October 2022