



OCTOBER 2022 | KICC
EXHIBITOR
BRIEF



OCTOBER 20TH - 23RD 2022

The **Biggest Homes Show** In East and Central Africa



New Rehema House, 6th flr Westlands **t**+254 (20) 230 90 74, **f**+254 (20) 444 9452 **e**info@homeskenya.com | www.homeskenya.com

EXHIBITOR BRIEF

As we approach the 32nd Kenya Homes Expo, we would like to keep you abreast with some important details concerning your time at the expo.

Please take a few minutes to take note of the following dates, information and key requirements.

FLOOR PLAN

Kindly take time to confirm the location you booked is intact.

SET UP

Exhibitors will be required to set-up their stalls on 18th and 19th. The venue will be accessible on a 24hour basis. The floor in Tsavo ballroom hall is carpeted. We request our exhibitors who will be doing customized stands to protect the carpet as they work on their stands.

Exhibitors are advised to ensure no damage happens to the carpet when doing any works or moving items on the floor. When painting or cutting any items on the floor, ensure you cover the carpet to prevent paint staining the carpet. Items that require spray painting should be moved to the expo site already painted.

However, floors at the tented areas are not carpeted, but exhibitors have an option of raising and carpeting at their cost. Do not carpet the floor un-raised, it will sock if it rains. Exhibitors are also reminded not to stick items with glue on the contractor's panels. Nails should not be used to make holes on the panels.

Exhibitors doing customized décor beyond the normal height of 2.5m are advised to consult the organizers in order to be advised if the heights they are seeking are achievable.

All exhibitors should avoid obstruction of walkways or intrusion into neighbor's territories. We encourage exhibitors to try and bring items during off peak hours like very early morning or very late in the evening in order to avoid the congestion we experience at the entrances.

Exhibitors inside Tsavo ballroom are required to use the hydraulic door accessible through the Harambee Avenue for Loading and Offloading purposes.

Companies exhibiting at the courtyard will be required to use the city hall gate. Due to security reasons, thorough screening will take place and you are requested to co-operate with the security guards.

In order to gain access during the buildup days, your company personnel tasked with setting up the stalls will be required to have contractor tags with them. If you have contracted a third party to construct your or decorate your booth, kindly issue them with official appointment letter that they will be required to present to us before they're granted access to the booth.

Setting up will however not be allowed on the 20th as this is when the event kicks off.

OPENING AND CLOSING CEREMONY

The opening ceremony will be held on Friday 21st October from 10:00 AM at Abadare Hall.

The closing ceremony shall be held on Sunday 23rd October from 3.00 pm at the Abadare Hall.

Kindly ensure you send at least a representative to the venue on that day.

DURING THE EXPO

During the exhibition days; exhibitors will be identified by colored wrist bands. However, this will be issued at the gate on each day to the exhibitors.

SECURITY

KICC has provided the organizers with sufficient security guards who will be on duty throughout the exhibition dates.

Exhibitors must always be on the lookout to safe guard their valuables and exhibits at all times. You are urged to be security conscious, do not leave laptops, mobile phones, wallets or any easily portable items unattended at any time in your booth. We advise that you be very cautious if you must allow any visitors inside your stand. Not every visitor to your stall is genuine.

STAFF AT THE STAND

Kindly make sure the personnel manning your stand have thorough product knowledge of your product or service.

AWARDS

Exhibitors will compete for various awards in category of their product/service
The categories are

1. **Best overall**
2. **People's choice**
3. **Best new entrant**
4. **Creativity and innovation.**
5. **And other awards as will be advised by the judges.**

Awards will be given during the Closing ceremony on Sunday 23rd October from **3.00 pm.**

BREAKING DOWN

All exhibitors will break down on **Sunday 23rd** from **5PM** and you will have until mid-night to carry out your items. We request all exhibitors to break down at the same time to minimize cases of lost items and breakages.

PARKING

All exhibitors will park at the courtyard. You will be issued with a parking pass which should be displayed on your car dashboard at all times when accessing the venue and after you park your car.

EVENT TIMINGS

- **THURSDAY: Saturday – 8:00am – 5pm**
- **SUNDAY: 9am – 5:00pm**

Thank you very much, we wish you all a productive exhibition

HOMES KENYA LIMITED.

020 2309074



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