

**D-8 TRADE EXHIBITION**  
**ABUJA-NIGERIA, 5<sup>TH</sup> -8<sup>TH</sup> JULY, 2010**

**GENERAL INFORMATION**

**1. VENUE:**

ABUJA INTERNATIONAL CONFERENCE CENTRE.

**2. DATE & OPENING HOURS**

The date of the D-8 Trade Exhibition will be from 5<sup>th</sup>-8<sup>th</sup>, July 2010. The opening hours of the Exhibition will be from 09.00-17.00 daily

**3. EXHIBITION ORGANIZERS**

**Secretariat**

Ministry of Foreign Affairs of the Federal Republic of Nigeria  
Block C Room 315  
6, Maputo Street,  
Zone, 3 Wuse  
Abuja  
Tel: +2347023243101  
Email:temi27@yahoo.com and uknaibi@yahoo.com

**Contact Person:**

Mr. M.A. Musawa (Email:- mumsa@live.at)mobile: +2348055009249  
Mr. F.O Adeshida (email:-folusoadeshida@yahoo.com)  
Mobile:+ 234-8081234468  
Mr. I.A. Imam (email: imam2007@yahoo.com) mobile: + 234-7061989271)

Kindly forward all correspondences and enquiries, including registration forms to the address and contact details above.

**4. HOSPITALITY, EXHIBITION SPACE AND BOOTH**

The Government of the Federal Republic of Nigeria, as the host of the 7<sup>th</sup> D-8 Summit, will provide 7 hospitality exhibition booth of 3x3meter to each member states of the D-8. The Chambers of Commerce of D-8 member countries are kindly requested to officially forward to the Nigeria D-8 secretariat the names of participating companies with complete registration forms (Annex I) in order to receive this facility.

Standard Booth specification:

- Standard size 3 meters x 3 meters exhibition booths;
- 1 set of company name with booth number in vinyl sticker cut out for normal booth
- 2 numbers of 40w ( 1.2m) fluorescent lamp mounted behind fascia
- 1 number of white pifex system information counter
- 2 number of pin plugs power point 2 Amp single phase ( 440 Watts)

Participants requiring additional exhibition space and booth will be required to pay a sum of USD\$ 1,500.00 per 3 x 3meters space/ booth.

Note:

Exhibitors are not allowed to nail, screw, drill, paint or use glue on the wall, floor, carpet, partition or any other booth facilities at the exhibition hall. Panels can be affixed to these walls with the use of double-sided adhesive tapes. If this instruction is ignored, the organizers reserve the right to charge the exhibitors or contractor concerned for any damages or materials.

## **5. ACCOMMODATION**

A list of hotel recommended by the Organizing Committee is attached as annex "II"

## **6. REGISTRATION**

Participants / exhibitors wishing to participate in the D-8 Trade Exhibition are requested to complete the registration form attached as Annex I and return it to the organizing secretariat before 30<sup>th</sup> June, 2010. Exhibition space and booth are reserved on a "first come first serve basis"

## **7. SETTING UP & DISMANTLING PERIODS**

- Setting up
  - (i) Setting up booths by the Organizing Committee will begin at **08.00hrs** of 4<sup>th</sup> July, 2010
  - (ii) Exhibitors building their own booth may start construction at 12.00hrs of 4<sup>th</sup> July, 2010
  - (iii) All booth to be completed in every respect by 18:00 of 4<sup>th</sup> July, 2010
- Dismantling  
All exhibits and display materials must be removed from the exhibition area by 24.00hrs on 9<sup>th</sup> July, 2010.

## **8. STORAGE**

Direct arrangement for the storage of empty and non-usable cartoons and cases should be made with the official stand contractors or freight forwards. Otherwise, exhibitors must arrange for these to be transported back to their own premises before the commencement of the exhibition on 5th July, 2010.

## **9. SECURITY**

Strict security will be effected during the D-8 Summit and the trade exhibition as well as recommended hotels.

Participants/ exhibitors will be required to bring with them their badges / name tag issued by the Local Organizing Committee at all times before they are permitted into the exhibition hall and other accredited areas. Individual name tag is not transferrable. The unauthorized use of a badge by any other person may cause the badge to be voided. A lost or misplaced badge must be reported immediately by the badge holder to the LOC.

## **10. INSURANCE**

The Exhibition Organizer will not be responsible for the safety of their property, exhibit or articles of any kind brought into the exhibition by the exhibitors, their staff, agent or contractors, members of the public or any person whatsoever.

## **11. ARRANGEMENT AND ALLOCATION OF BOOTHS**

The exhibition organizer reserves the right to arrange /re-arrange and /or locate / re-locate the booth(s)

## **12. CANCELLATION OF PARTICIPATION AND FAILURE**

Cancellation must be communicated to the organizers in writing at least two weeks prior to the opening of the exhibition.

## **13. CLEANING**

Exhibitors are responsible for the cleanliness of their own booth.

Exhibitors and their contractors must clean their booth and remove all their debris from the exhibition hall. Aisles must always be kept clean for safety reasons.

## **14. CUSTOM CLEARANCE PROCEDURE**

Goods entering Nigerian territory for the purpose of the trade exhibition will be exempt from custom and excise duties. Each participant / exhibitor will be required to issue a guarantee letter stating that the goods imported to Nigeria will only be used for the purpose of demonstration / display during the trade exhibition and that the stated products will be promptly / dispatched/ re-exported from the Nigerian territory after the exhibition.

In the event that goods are sold during the exhibition, the appropriate custom and excise duty as well as value added tax will be levied.

The entry port for Lagos will be Murtala Muhammed International Airport, and for Abuja, the Nnamdi Azikiwe International Airport.

## LIST OF HOTELS

### **ANNEX II**

- 1) *TRANSCORP HILTON HOTEL,*  
1, AGUIYI IRONSI STREET, MAITAMA,  
ABUJA.  
TEL: +234 – 9 – 4613000  
FAX: +234 – 9 – 4613110  
WEBSITE: [www.1hilton.com](http://www.1hilton.com)
  
- (2) *NICON LUXURY,*  
PLOT 903, TAFAWA BALEWA WAY,  
AREA 11, GARKI, ABUJA.  
TEL: +234 – 9 – 4619000  
FAX: +234 – 9 – 4919009  
E-MAIL: [info@niconluxury.com](mailto:info@niconluxury.com)  
WEBSITE: [www.niconluxury.com](http://www.niconluxury.com)
  
- (3) *PROTEA HOTEL,*  
BOLA IGE CLOSE, MUHAMMADU RIBADU STREET,  
OFF SHEHU SHAGARI WAY, ASOKORO, ABUJA.  
TEL: +234 - 9 -4620700  
FAX: +234 – 9 – 4620702  
MOB: +234 –8080277027

E-MAIL: [phasokoro.reservations@gmail.com](mailto:phasokoro.reservations@gmail.com)

WEBSITE: [www.proteahotels.com/asokoro](http://www.proteahotels.com/asokoro)

(4) *NEW CHELSEA HOTEL,*

PLOT 123 CADASTRAL ZONE AO,

CENTRAL BUSINESS DISTRICT, ABUJA.

TEL: +234 – 9 – 7822080

+234 – 9 – 7055016783

E-MAIL: [info@newchelseahotel.com](mailto:info@newchelseahotel.com) or [reservation@chelseahotelabuja.com](mailto:reservation@chelseahotelabuja.com)

WEBSITE: [www.newchelseahotel.com](http://www.newchelseahotel.com)

5) *BOLINGO HOTEL AND TOWERS,*

INDEPENDENCE AVENUE,

CENTRAL BUSINESS DISTRICT,

GARKI, ABUJA.

TEL: +234 – 9 – 4615000-60

FAX: +234 – 9 – 4615027

E-MAIL: [info@bolingohotel-tower.com](mailto:info@bolingohotel-tower.com)

(6) *REIZ CONTINENTAL HOTEL,*

PLOT 779, CADASTRAL ZONE, AO,

CENTRAL BUSINESS DISTRICT, ABUJA.

Tel: +234 – 9 – 4619110

FAX: +234 – 9 – 96270744

E-MAIL: [info@reizcontinentalhotel.com](mailto:info@reizcontinentalhotel.com) or [reizcontinentalabuja@yahoo.com](mailto:reizcontinentalabuja@yahoo.com)

WEBSITE: [www.reizcontinentalhotelabuja.com](http://www.reizcontinentalhotelabuja.com)

(7) *CHIDA HOTELS,*

PLOT 302, OFF SHEHU SHAGARI WAY,

AREA 11, GARKI, ABUJA.

TEL: +234 – 9 – 23447714

E-MAIL: [chidahotelsabj01@yahoo.com](mailto:chidahotelsabj01@yahoo.com)