

BOTSWANA CONSUMER FAIR

APPLICATION INFORMATION

IF YOU WOULD LIKE TO EXHIBIT AT THE BOTSWANA CONSUMER FAIR, HERE WITH SOME USEFUL INFORMATION.

We will send you the application form by email, together with the floor plans, and the Terms and Conditions.

You can also download the application form from our website:

www.fairgroundholdingsbw.com

1. Review the application form, and the Terms and Conditions.
2. Complete the form, by providing the required information.
3. Indicate what you would like to exhibit.
4. Tick the category of your exhibits from the provided list
5. Indicate the hall, and the number of stalls you would require.
6. Sign the form - to be signed by the Authorizing officer.
7. Scan and email the form to kmasoloko@fgh.co.bw; oramokgalo@fgh.co.bw; cmampori@fgh.co.bw
8. A quotation will be prepared based on the number of stalls you have applied for. It will then be sent to you by fax or email.
9. Contact Kesego to indicate your preferred stall on the floor plan

Contact

Kesego Masoloko

Fairs, Exhibitions & Events Assistant

Private Bag B03 Gaborone Botswana

Tel: (+267) 365 1658 / 3651600 | Fax: (+267) 3904263

Email; kmasoloko@fgh.co.bw

Charlton Mampori

Fairs & Exhibitions

TEL (+267) 365 1651 / 3651 600 | FAX+267 390 4263

Email; cmampori@fgh.co.bw | WEB www.fairgroundholdingsbw.com

You then pay for the stall according to the quotation by either

- Cash - you will be issued with a receipt instantly
- Direct debit
- Electronic Funds Transfer
- A crossed cheque made payable to Fairground Holdings

Payment is confirmation of your booked stall.

OTHER THINGS TO CONSIDER

Extra tags and car stickers

Each stall is provided with 3 Exhibitor tags and 1 car sticker.

The Exhibitor tag allows one person to come into the Fair for 7 days. IT is not exchangeable.

The car sticker allows one car into the grounds for 7 days. If you expect more than 3 people to man your stall, then you have to buy extra tags at P350 for the whole week for one person, and P560 for 1 car for the whole week.

Exhibitor day passes are P50 per person, and P80 for a car.

Meals

We offer various options for meals during the Fair, which have to be booked in advance.

STANDARD PACKAGE @P350.00P/P (PAVILION HALL)

Morning tea with sandwiches	@ P70.00
Buffet lunch	@P203.00
Lunch drink	@P27.00
Afternoon tea with scones	@P50.00

EXECUTIVE PACKAGE @P387.00P/P (RESTAURANT)

Morning tea with sandwiches	@P70.00
Buffet lunch	@P240.00
Lunch drink	@P27.00
Afternoon tea with scones	@P50.00

PAVILION RESTAURANT MINI BREAKFAST BUFFET @P150.00 PER PERSON

One can also buy lunch from the Pavilion Terrace at P90, and a drink P20.00

Two weeks before the Fair, there will be an **Exhibitors Briefing** which you will be invited to.

This briefing is important as it highlights our expectations on you as an Exhibitor. It is also a platform to seek clarity on any issues.