



Association of Women in Tourism Tanzania (AWOTTA)
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E-mail: info@awotta.org Website: www.awotta.org

2nd January 2019

RE: INVITATION TO PARTICIPATE AT THE 1ST TANZANIA DOMESTIC TOURISM EXPO (UWANDAE EXPO 2019) TO BE HELD AT THE NATIONAL MUSEUM GROUNDS DAR ES SALAAM FROM 15TH TO 17TH FEBRUARY 2019

The Association of Women in Tourism Tanzania (AWOTTA) is an organization that was formed in 2012 with the objective of helping women working in tourism achieve their full potential, so maximizing their contribution to the development and economic growth of Tanzania.

AWOTTA are proud and honoured to inform you that we are organizing the first Domestic Tourism Expo for Tanzania, in collaboration with the Ministry of Natural Resources and Tourism (MNRT), Tanzania Tourist Board (TTB), Tanzania Women Chamber of Commerce (TWCC) and TANTRADE. This grand three (3) day exhibition will be held from 15-17th February 2019, at The National Museum Grounds, Shaaban Robert St, Dar es Salaam, and showcase the very best our country has to offer in this exciting, emerging business sector.

We are pleased to invite you to exhibit at UWANDAE EXPO2019, as we believe your products and services will be in high demand by the domestic tourist i.e. *“any resident of our country travelling within its boundaries in pursuit of a specific product or service away from home.”* The Tanzania domestic tourist will not only be defined as one who travels to view wildlife or for holiday purposes, but one who travels for: health, study, to participate in sporting events and national celebrations; to attend a wedding, a pilgrimage, or a conference away from home. By expanding the existing narrow definition to that which is recognized on a more inclusive stage, UWANDAE EXPO 2019 will unleash the huge potential the sector has to offer not only for those businesses directly involved in transport, accommodation or destinations, but for those in the extended supply chain, including financial and health services, telecoms, utilities and tourism education etc..

This exhibition will be attended by the Ministry, public Institutions, private Investors, Companies and Business partners across many sectors plus the general public. There will also be a conference for all participants to attend covering the topic of "Business, Investment and Employment in Domestic Tourism". Entrance is free, however only 250 conference tickets are available each day, so please register early!

UWANDAE EXPO 2019 Exhibitor Fee Structure:

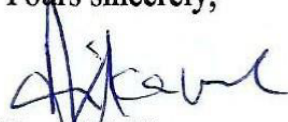
Category	Booth Size	Rate	Package
Platinum	3 x 6 sqm	TZS 800,000.00 + sponsorship of not less than TZS 2.5 Million	Booth, table, chairs (4), Cocktail Tickets (5), Logo insert on Expo branding, interview in 2nd Expo documentary and Catalogue
Premium	3 x 6 sqm	TZS 800,000.00	Booth, Table, Chairs (4), Cocktail Tickets (2)
Corporate	3 x 3 sqm	TZS 500,000.00	Booth, Table, Chairs (2), Cocktail Tickets (1)
SMEs	2 x 3 sqm	TZS 300,000.00	Booth, Table, Chairs (2)

We would like to take this opportunity to invite you to participate, as well as, to ask your good office to share this Expo information with your networks to increase participation in this grand exhibition. Exhibitors will be required to fill out the attached form enclosed in this letter. These forms are also available on the following websites: www.awotta.org and www.twcc-tz.org. The cut-off date for completion of the form is **30 January 2019**.

For further information contact, please contact the following:
Mary Kalikawe +255 622 819 889 or mkalikawe@awotta.org
Kelly Kamala +255 693 456 104 or kkamala@awotta.org

We look forward to hearing from you soon.

Yours sincerely,



Mary Kalikawe
CHAIRPERSON – AWOTTA



Sponsor / Exhibitor Registration Form

Company Name (Single/Joint):

Category:

Number of Booths:

Name of booker: E-mail

Address: Mobile Number:

Company Address:

Postal Address, City, Country

TIN No: VAT No:

Company Contact Person:

Position:

Mobile:

E-Mail:

Place, Date:

Signature & Stamp:

By signing this Registration Form, we accept Participation/Payment Terms, Conditions & Cancellation

PAYMENT AND CANCELLATION POLICY Payment conditions:

All payments must be made in Tanzania Shillings.

50% of the total exhibition fee will be invoiced upon receipt of the completed exhibition registration form and upon receipt of payment to guarantee the reservation. Final payment by **30 January 2019**.

Cancellation Conditions: Cancellations and changes to your original booking must be made in writing to: info@awotta.org by not later than **25 January, 2018**.

Cancellation Fees: 50% of total exhibition fee if booking is cancelled before **25 January, 2018**. 100% of total exhibition fee will be retained after that date.

TERMS AND CONDITIONS FOR SPONSORS AND EXHIBITORS

1. Application for Sponsors and Exhibitors

In order to be considered as a Sponsor and/or Exhibitor, a registration form must be completed, signed and stamped by an authorized person and delivered to AWOTTA before the deadline. In case of acceptance, Sponsors/Exhibitors will be bound by the Terms and Conditions for Sponsors & Exhibitors.

AWOTTA reserves the right to refuse any registration to sponsor/exhibit without giving cause. Exhibition space is allotted according to the payment and cancelation policy as listed above for Sponsors & Exhibitors. Any company that disobeys the directives of AWOTTA may be excluded from the exhibition. Such companies are liable for the whole payment, and for all incidental expenses including any value added tax. All oral agreements, special permissions and special arrangements are valid only upon receipt of written confirmation from AWOTTA.

2. Obligations and Rights of the Exhibitor

Exhibition booths may only be used for exhibiting and advertising the Exhibitor's own products, materials or services. The booth may be shared by two parties and they should agree which name is to be registered mentioning sharing component in the registration form. The partial or complete subleasing or otherwise relinquishing of a booth to a third party, as well as private agreements for switching booths or floor space between two independent exhibitors is prohibited. AWOTTA reserves the right to enter any booth at any time. Booths need to be occupied during exhibition hours. The exhibition halls are to be used only during regular opening hours. It is strictly forbidden for companies, *which are not exhibitors*, to advertise in any way in the exhibition hall or in the entrances to the exhibition hall.

3. Obligations and Rights of the Organizer

AWOTTA reserves the right to revise the time and location of the exhibition or to shorten the duration of the exhibition. Any change regarding the time and duration of the exhibition does not entitle the sponsor/ exhibitor to cancel the contract nor to request a fee reduction or to put forward a claim for damages incurred by these changes.

4. Liability Insurance

The Organiser (AWOTTA) provides third party insurance at the EXPO site. Equipment and all related display materials installed by exhibitors are not insured by AWOTTA or National Museum and they will under no circumstances be liable for any loss, damage or destruction caused to equipment, goods or property belonging to exhibitors. The Exhibitors agree to be responsible for their property and personnel, AWOTTA will not be liable for any injuries to the personnel of sponsors/exhibitors attending the meeting.

5. Set-up of exhibition booths

To ensure the smooth running of the EXPO, Sponsors/Exhibitors must obey all directives and instructions of AWOTTA regarding the use of booths, their decoration, and the fitting and furnishings of the booths. The booths are of category standard and for any variation from this norm, specific permission must be obtained in advance from AWOTTA. Written permission also needs to be obtained for any changes in the size or structure of the floor space, or for any changes to any additional rented objects/facilities proposed by the Sponsor/Exhibitor.

6. Maintenance of booths and exhibition area

Sponsors/Exhibitors are responsible for the proper care of hired booths and furnishings. Hired booths and furnishings must be returned in an acceptable condition and in an orderly way. To avoid scratches and furrows on floors as the result of sliding heavy packing cases, exhibitors are required to use protective coverings. Exhibitors who wish to display extra heavy exhibits demanding special supports or foundations must request prior permission specifically in this matter from AWOTTA, It is not permitted to drive nails or hooks into the walls of the exhibition hall, to install electric wiring or to cut or drill holes in the walls of the rented booths without prior permission of AWOTTA.

No part of an exhibition booth may be suspended from the ceiling. No part of an exhibit or of the booth's structure may protrude beyond the allotted area on any side. No signboards may protrude beyond the booth's walls. Decorating materials and wallpaper used by the exhibitor must be fire-proof. Prior to use, written proof of this fact must be presented to AWOTTA. Police regulations, fire regulations and other official regulations must be observed at all times, including during the construction and dismantling of the exhibits.

7. Electrical installations/power consumption

Any costs related to a main power supply for a booth and the voltage of the booth's electric equipment will be AWOTTA. However, AWOTTA will not be responsible for any loss or damage, which may occur from interruptions or defects in the electric power supply during the EXPO.

8. Dismantling of booths

The Exhibitor must clear the booth area at his/her cost and AWOTTA will not be responsible for any items left behind after closure of the EXPO. Rented items, which were originally accepted as satisfactory for rental by the exhibitor, are to be returned undamaged and in a satisfactory condition. All rented items are considered to be in satisfactory condition unless a written notation signed by AWOTTA is made at the time of rental. Exhibitors must bear the costs of repairs to damaged exhibition areas and of repairs of or necessary cleaning of rented items.

9. Payments - breach of contract:

Please refer to the terms of payment, special offers and cancellation policy. The contract shall remain in full force and effect in case of merger or acquisition of the contracting company. The booth measurements as per respective categories given are approximate. AWOTTA reserves the right to change these dimensions in order to most efficiently use the available exhibition area of the exhibition halls. Prices charged are however based on the actual dimensions; if more floor space is later allotted and actually used than was originally ordered, the additional fee for it is to be paid immediately. Special requests regarding placement of the booths will be considered. Furthermore, AWOTTA reserves the right to reduce the amount of floor space initially requested. Exhibitors must bear the cost of any special installations.

10. Place of Legislation

The governing law shall be United Republic of Tanzania.

Bank Details

Bank: CRDB Bank Plc

Branch: Tower Branch

Account Number: 0150414175700

Account Name: AWOTTA (Association of Women in Tourism Tanzania)

Currency: Tanzania Shillings