This manual has been designed to make your participation at the Africa Social and Behaviour Change Conference smooth and productive. Please take the time to read the information contained within the manual to ensure a full understanding of the rules, regulations and requirements of the exhibition.

There will be an enquiry desk at the registration desk which will be open on:

- **Tuesday, 19th February 2019- 0800 hrs to 1700 hrs**
- **Wednesday, 20th February 2019- 0800 hrs to 1700 hrs**

**Key items required to exhibit:**

- Exhibition certificate
- Completed and returned risk assessment form

**Information about the Venue**

Safari Park Hotel and Casino is a convenient conference destination with 20 conference and meeting rooms, global connectivity and first-class business support services.

The exhibition will be held at Jambo hall foyer.
Exhibition Timetable

• Exhibition Booth Build Up
• Booth set up is on Monday, 18th February 2019 between 0330-1800 hours.
• Please arrange to stock and sign off your booth by Monday, 18th February 2019

Official Exhibition Opening Hours:

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
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<tbody>
<tr>
<td>Tuesday, 19th February 2018</td>
<td>0800 hours to 1700 hours</td>
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<tr>
<td>Wednesday, 20th February 2019</td>
<td>0800 hours to 1700 hours</td>
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<tr>
<td>Thursday, 21st February 2019</td>
<td>0800 hours to 1700 hours</td>
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Exhibition Stand Breakdown

Thursday, 21st February 2019 from 1700 hours

Please Note: All stands must remain intact until the exhibition has closed at 1700 hours on Thursday, 21st February 2019. The exhibition is for 3 days and breaking down or packing up early may not only impinge on venue safety regulations, but it is detrimental to the quality of the event for other exhibitors and delegates.

Build and Breakdown- Access for Unloading

• On arrival to the venue, drivers should report to the vehicle holding area where they will be directed to the area to unload.
• If on arrival, the loading bay is full, vehicles will need to queue on the Vehicle Holding Area.
• Cars and small vans can park at the onsite car park.
• Exhibition Booth Tents Specifications

Each exhibition tent comes with the following:

• Forex Board to display institutions name
• 2 dressed chairs
• 1 dressed table
• Dustbin and power-cable (must be returned before breakdown)

Electricity and Lighting

• Electricity, cables and lighting are included in the stand price thus will be provided by the service vendor.
• You will be required to hand over the same post event.
• Exhibitor Name Badges and Event Entry
• Exhibitors will be issued with official name badges that will allow them to access the exhibition. These badges should be worn at all times as they are the only proof that you are entitled to be in the exhibition area. Individual company badges will not be accepted. These badges, however, do not give access to the conference area.
• Exhibitors may collect their badges onsite from 1130 hours on Monday, 18th February 2018

Internet
Wifi will be provided by ASBC 2019.

Parking
This will be provided for all participants. However, due to limited space, it will be on a first-come-first-serve basis to all participants that have an ASBC gate pass.

Cleaning
• A full clean of the exhibition area will take place on Tuesday evening and before the exhibition opens on
• Wednesday and Thursday.
• Water and Waste Supplies
• There will be a waste bin in each exhibition stand. This will be cleared daily or in accordance to the amount of waste produced in a given stand. Water will be supplied frequently as monitored by the event organizers.

Security
Security will be catered for by the venue.
Kindly ensure that you register your laptops and other equipment at the registration desks each day to control the movement of all equipment in the premise.

If you have any questions or require further assistance, please don't hesitate to contact any member of the exhibitions team:

Key Enquiries Contacts:
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