



Please Note that all acknowledgements of your company and listing of company name and address will be generated from the following information.

Date: \_\_\_\_\_

Order No. \_\_\_\_\_

**A. EXHIBITOR DETAILS [ BLOCK CAPITALS PLEASE]**

Company Name : .....

Address : .....

Building : .....

Street : .....

Area : .....

P.O Box: ..... Postal Code: .....

Town: .....

Tel: ..... Cell: .....

Fax: .....

Company Email: .....

Website : .....

**B. CONTACT PERSON [BLOCK CAPITAL PLEASE]**

Prof/ Dr/ Mr/Mrs/Ms: .....

Designation: .....

Phone: .....

Mobile: .....

Email: .....

**C. NATURE OF BUSINESS[for award & Listing Purposes]**

| CATEGORY                             | Please Tick✓ |
|--------------------------------------|--------------|
| Resident Associations                |              |
| Information Technology Services      |              |
| Real Estate Management & Development |              |
| Home product Development             |              |
| Educational Institutions             |              |
| Any Other (Please Specify) _____     |              |

**D. STALL REQUIREMENTS**

**HIRE OF SHELL**

**STAND SCHEME :**

LOCAL: SHS. 7500/= PER SQUARE METRE

INTERNATIONAL: US\$680 PER SQUARE METRE

We will provide the Octanorm international shell stand scheme. The basic unit is 3metres x 3metres (9 square metres). FREE accessories provided with each unit are: 4 chairs,1 table, 2 shelves. Fascia Board with company name & Stall Number, one electrical power point.

**We wish to reserve the following exhibiting space.**

| Stall No. | No. OF Stall | Cost Per Stall | Sub Total |
|-----------|--------------|----------------|-----------|
|           |              |                |           |

**Sub-Total (D)**

**E. Catalogue Ad Order**

| Size of Ad | Number of Inserts | Cost Per Insert |  |
|------------|-------------------|-----------------|--|
|            |                   |                 |  |

**Sub-Total (E)**

**TOTAL (D+E)**

**E. PAY THE TOTAL COST TO:**

**BANK NAME:** NIC BANK  
**BRANCH:** Prestige Plaza  
**Branch Code:** 111  
**ACCOUNT TITLE:** Kara Consulting  
**ACCOUNT NUMBER:** 1003760703  
**BANK CODE:** 041  
**SWIFT CODE:** ninckena  
 All cheques should be drawn in favour of *Kara Consulting*  
**PIN: P051368128H**

**TERMS**

All terms on this order form have the same meaning as those in the General Terms & Conditions for Exhibitors (overleaf). We, the Undersigned Exhibitor, have read the conditions and agree to observe and be bound by them. We understand that this conditions form part of a legally binding contract between ourselves and KARA, The organizer of the Resident Associations & Homes Expo. This contract is for and agreed amount of Exhibition Space and other accrued expenses at the above event for the agreed price indicated above.

**Payment terms:**

The Exhibitor is to pay KARA full amount on order or 60% on Order and 40% not later than November 11<sup>th</sup> 2017. All payments should be made in Kenya Shillings. We will invoice you on receipt of your signed contract, contract and invoices may be sent and received by hand delivery, posted or emailed and all such communication will be considered fully binding to both parties.

.....  
Name of Authorized Signatory & Designation

.....  
Legally Binding Signature of Exhibitor representative

.....  
Date

**Exhibitor's  
official stamp.**

# **KARA BUSINESS EXPO AND CONFERENCE**

## **EXHIBITOR TERMS AND CONDITIONS**

1. Stands are assigned subject to availability. The Organiser reserves the right at any time to re-arrange the stand layout or allocation and compensation will not be given.
2. If the Exhibitor fails to pay any sum due in the time and manner agreed herein, the Organiser may in writing require the Exhibitor to forego the stand allocated without the Organiser being under any liability to refund or abate sums paid or due herein. The Exhibitor shall be responsible for the settlement of contractors' accounts in respect of items ordered in addition to those supplied in the stand package. The Organiser reserves the right to alter the package under certain circumstances such as where the Exhibitor occupies only part of the stand as drawn on the original stand plan.
3. Exhibitors must take full responsibility of all damages caused either by themselves or by their contracted stand designers. Exhibitors must ensure that no damage results to the exhibition Centre's walls, floor, shell stand panels and accessories. Waste materials and rubbish must be kept to the very minimum).
4. In the event of the Exhibitor giving written notice at any time prior to the Event, of his intention to cancel his stand or in the event of his failure to occupy the stand space by the day prior to the opening of the Event, the Organiser will have absolute discretion to deal with the display space as it thinks fit, without being under any liability to refund or abate any charges paid or due herein except as provided below. Once a stand booking form has been received, any Exhibitor who subsequently decides for any reason to withdraw from the event or reduce his stand space shall immediately inform the Organiser in writing and shall be liable to pay the following cancellation charges :-
  - Cancellations received on or before November 10, 2017 - 50% of all monies paid.
  - Cancellations received after November 20, 2017 - 100% of agreed cost.
5. The Organisers reserve the right at any time to change the date and/or venue of the Event or to cancel it altogether if they deem it necessary by reason of fire, flood, extreme weather conditions, acts of war or violence, malicious damage, explosion, earthquake, strike, civil disturbances, political unrest, riot, labour dispute, power cuts or any other cause beyond the Organiser's control; or if the Organiser for any other reason deems it necessary or advisable. In such cases, the Exhibitor waives any and all claims he might have against the Organiser for refunds, damages or expenses. In the event that the Event is cancelled by the Organiser for commercial reasons such as lack of support then all sums paid by the Exhibitor for the stand will be refunded. The Exhibitor agrees that under these circumstances he will have no further claims against the Organiser
6. All stands, fittings and materials which the Exhibitor proposes to use for the Event must be fire-retardant. The Organizers reserves the right to require the Exhibitor to remove anything from its stand which is not appropriately certified or which it deems unsuitable, in its absolute discretion.
7. No part or whole of any site may be sublet by the Exhibitor without the prior written permission of the Organizers
8. The Exhibitor must ensure that any sound coming from his stand is kept to a volume that does not cause any annoyance to other exhibitors
9. The Exhibitor should ensure that all items on his stand are covered by full and comprehensive insurance and that valuables are locked away at all times. The Organizer cannot accept responsibility for any losses incurred.
10. The organizers reserves the right to alter, add or amend any of these terms and conditions. The decision of the organizers shall be final. No alteration, addition, amendment or waiver to or of these conditions shall operate to release any exhibitor from any contractual obligation
11. All and any correspondence in respect of the exhibition detailed in the foregoing shall bear reference to the said exhibition and shall be addressed to the CEO, KARA
12. If the Exhibitor/Sponsor is in breach of any of the Terms and Conditions contained herein, the Organiser reserves the right, without notice to the Exhibitor to offer the stand/sponsorship to another company or use it in any manner it deems fit. This shall not be construed as affecting the responsibility of the Exhibitor to pay the full amount specified by the contract. Any dispute or enforcement shall be settled in the first instance by mutual negotiations in good faith between the parties.