

31st KADUNA INTERNATIONAL TRADE FAIR - 2010



RULES AND REGULATIONS

Theme:

***“Propelling the Agro-Industrial Concerns
for the Growth and Development of the
Nigerian Economy”***

Date:

Friday 19th – Sunday 28th February, 2010

Venue:

**KADUNA INTERNATIONAL TRADE & INVESTMENT CENTRE,
KM 4, KADUNA - ZARIA ROAD, RIGACHIKUN,
KADUNA - NIGERIA.**

Organised by:

**KADUNA CHAMBER OF COMMERCE, INDUSTRY,
MINES & AGRICULTURE (KADCCIMA)**



.... Africa's most famous fair!

**RULES, REGULATION AND INFORMATION FOR PARTICIPATION IN
THE 31ST KADUNA INTERNATIONAL TRADE FAIR
(FRIDAY 19TH TO SUNDAY 28TH FEBRUARY, 2010)**

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1. ORGANISERS OF THE EXHIBITION

The Kaduna International Trade Fair is the largest commercial event in Nigeria and Africa, organized and staged for the 31st time consecutively by the Kaduna Chamber of Commerce, Industry, Mines and Agriculture. The Fair enjoys the support and co-operation of the Federal Government, Kaduna State Government, all the Chambers of Commerce in Nigerian and general public at large.

The Fair covers all aspects of business and economic activities in Nigeria. It offers unique meeting points for Nigerian and Foreign Policymakers, Industrialists, Manufacturers, Suppliers, Buyers and Users of wide range of goods and services, as well as opportunities for investment and promotion. The Fair is open to domestic and foreign Exhibitors.

2. DATE AND VENUE

The Fair will be staged on Friday 19th through Sunday 28th February, 2010 at the Kaduna International Trade and Investment Centre, Kaduna - Zaria Road, Kaduna. The Capital City of Kaduna State of Nigeria. The Venue is within the new Industrial layout of the city surrounded by all the necessary amenities required by participants, as well as visitors.

3. BUSINESS HOURS

- (i) The opening day ceremony of the fair will be performed on **Saturday 20th February 2010** by a distinguished member of Government, (yet to be determined). The time will be 10.00am and is strictly by invitation. Participants will be provided with invitation cards.
- (ii) The Fair will be opened daily for business from the hours of 9.00am to 6.00p.m including Saturdays and Sundays.
- (iii) Delivery or removal of goods from the Trade Fair Complex through the means of vehicles **MUST** be made between the hours of 6.00am to 8.00am daily in the morning and between 6.00pm and 7.00pm daily in the evening.
- (iv) No vehicle is allowed to park at the Fair Ground or walkways and access roads after Construction period.
- (v) No delivery vehicles will be allowed into the Trade Fair Complex after hours reserved for delivery of goods.

4. OBJECTIVES OF THE FAIR

- (i) To promote and encourage the development of industrial inputs.
- (ii) To promote all aspects of economic sectors through National and international co-operation.
- (iii) To promote, encourage and expose Nigeria's oil (particularly Petrochemicals and Gas) and non-oil.
- (iv) To attract International Investment in line with the Federal Government policies.
- (v) To create conducive atmosphere between Nigeria and other Nations for joint venture projects in all economic sectors.
- (vi) To provide access to research findings, new technologies and ideas for actualization by industrialists and policy makers through face-to-face interaction.
- (vii) To provide a channel through which Nigerian Government and participating countries will make known their policies and investment opportunities as they affect International Business and co-operation with other Nations. To this end, there is provision for Special Day, usually granted on request to Countries/States and big organizations to highlight and promote certain areas of their prospects and potentials.

5. REQUEST FOR PARTICIPATION

Application forms for participation in the 31st Kaduna International Trade Fair are obtainable from

- (a) KADCCIMA Secretariat: Kaduna International Trade and Investment Centre,
Km 4 Kaduna-Zaria Road, P.O. Box 728, Kaduna-Nigeria
Telex:- 71325 KADCHANG. Tel.: 070 2322 - 8854, 070 2322 - 8908
E-Mail kadunachamberofcommerce@yahoo.com Website: <http://www.kadccima.org>

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- (b) Trade Division
Fed. Min. of Commerce & Tourism
Garki, Abuja Nigeria.
- (c) Kaduna State Liaison Office,
Kaduna State Government Liaison
Plot 1232 Bishop Oluwole Street,
Victoria Island, Lagos-Nigeria
Tel:- 08033118643.
- (d) The Nigerian Association of Chambers of
Commerce, Industry, Mines & Agriculture
(NACCIMA),
8A Oba Akinjobi Street GRA, Ikeja, Lagos
P. M. B. 12816. Lagos - Nigeria.
Tel: (01) 4964727, 4964737
- (g) State Ministry of Commerce and Industry
- (h) Other Chambers of Commerce and Industry throughout Nigeria.

6. TERMS OF REFERENCE DEFINITION

- (i) The term "Exhibitors" shall include all employees, servants and agents of any company, partnership, firm, government or individual to whom space is allocated for the purpose of Exhibition.
- (ii) The term "Organizers" shall mean: - Kaduna Chamber of Commerce, Industry, Mines and Agriculture (**KADCCIMA**).
- (iii) The term "Contract" shall mean the condition for allocation of space at the Exhibition entered into between the Organizers and Exhibitors, which incorporates terms of contract and any rules, and regulations that may be subsequently issued.

7. APPLICATION FOR PARTICIPATION

- (i) COMPLETED FORMS SHOULD BE RETURNED TO THE OFFICE OF THE DIRECTOR GENERAL OF THE CHAMBER OR KADUNA STATE LIAISIO OFFICE, LAGOS WITH FULL PAYMENT FOR THE SERVICES REQUIRED ALL CERTIFIED CHEQUES AND BANK DRAFTS SHOULD BE DRAWN IN FAVOUR OF THE "**KADUNA INTERNATIONAL TRADE FAIR**" ONLY.
- (ii) Participants are advised to return Application Form for participation as early as possible. Any entry after 5th February 2010 will not appear in the participation list of the Trade Fair Catalogue. Space is allocated on first come first serve basis, in accordance with the category of exhibition goods.

8. EXHIBITOR'S IDENTITY CARDS

Exhibitors shall be issued Identity Cards for their representatives at the Fair. In view of this, each company participating in the Fair is expected to submit list of their representatives for the purpose of issuing them Identity Cards on arrival.

30	-	40m ² Space	-	2 Identity Cards only
50	-	70m ² Space	-	3 Identity Cards only
70	-	80m ² Space	-	4 Identity Cards only
100	-	149m ² Space	-	5 Identity Cards only
150	-	200m ² Space	-	6 Identity Cards only
210	-	300m ² Space	-	8 Identity Cards only
310	-	400m ² Space	-	10 Identity Cards only
410	-	500m ² Space	-	12 Identity Cards only
510	-	600m ² Space	-	15 Identity Cards only
610	-	700m ² Space	-	20 Identity Cards only
710	-	800m ² Space	-	30 Identity Cards only
810	-	900m ² Space	-	40 Identity Cards only
910	-	1000m ² Space	-	50 Identity Cards only
1000m ² and above	-		-	60 Identity Cards only

9. VEHICLE PASSES

In addition to the Identity Card that will be issued to the Exhibitors, they will be given vehicle passes using the following.

30	-	40m ² Space	-	1 Car Pass
50	-	70m ² Space	-	2 Car Pass

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70	-	80m ² Space	-	3 Car Pass
85	-	149m ² Space	-	4 Car Pass
150	-	200m ² Space	-	5 Car Pass
210	-	300m ² Space	-	6 Car Pass
310	-	400m ² Space	-	7 Car Pass
410	-	500m ² Space	-	8 Car Pass
510	-	600m ² Space	-	10 Car Pass
610	-	700m ² Space	-	12 Car Pass
710	-	800m ² Space	-	14 Car Pass
810	-	900m ² Space	-	16 Car Pass
910	-	1000m ² Space	-	18 Car Pass
1000	-	and above	-	20 Car Pass

10. PROHIBITED AND UNDESIRABLE EXHIBITS

- (i) No radio or sound equipment will be allowed to be used in all the exhibition halls, except for demonstration purpose only.
- (ii) Display or sales of immoral videocassette by exhibitors is not allowed.
- (iii) Hawking of goods of any kind is prohibited in Exhibition ground.
- (iv) The Trade Fair Committee prohibits the display or sales of the following articles during the Fair:
 - (a) Fire Arms and Ammunition
 - (b) Radioactive products
 - (c) All items banned by the Federal and State Government
 - (d) Sales of alcoholic drinks by hoteliers or cafeterias are not allowed. However, Breweries are free to exhibit and promote their products, but not on retails or on the spot consumption.

11. ALLOCATION AND CONSTRUCTION OF STANDS AND PAVILIONS

- (i) The Trade Fair is partly OPENED and partly covered. Exhibitors are to erect and decorate their stands and pavilions (in the case of open space) by themselves. In the alternative, they could request the Committee to organize the erection of stands for them depending on the application requirements and taste. However, the Trade Fair Ground will be opened to all participants up to 12th February 2010 for the purpose of stand construction decoration and mounting of Fair materials.
- (ii) The Trade Fair Committee shall allocate space in accordance with the nature of the exhibitors goods or in manner it deem fit. The Trade Fair Committee shall reserve the right to change the space allocated to Exhibitor at any time prior to the commencement of erection of stand. Should exceptional circumstances so demand, such changes should be at the discretion of the Director-General and the Exhibitors shall have no claims for damages whatsoever.
- (iii) Exhibitors shall not store or dispose off packaging materials in such a way as will constitute a nuisance. Obstruct free movement of people and traffic or disfigurement of the environment around their stand.
- (iv) Exhibitors are not allowed to sublet the stand allocated to them to other parties either wholly or in part without the written consent of the fair Committee.
- (v) Construction of stands should be completed 7 days to the opening of the Exhibition.
- (vi) Each contractor must be registered with the organizers of the fair for a fee of **₦2,000** with official receipt. Such receipt must be available at all time for security checks. Identity card shall be issued on registration.
- (vii) The organizers reserve the right to determine the locations and grouping of Exhibitors on the basis of exhibits groups.
- (viii) Participants are responsible for any probable damages or changes made on the pavilion. Otherwise the organizers are authorized to confiscate the exhibitor's deposits or wares of equivalence.

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12. BREACH OF RULES AND REGULATIONS FOR PARTICIPATION IN THE 31ST KADUNA INTERNATIONAL TRADE FAIR

- (i) Any application for refund and or withdrawal from participation will attract **50%** surcharge to cover administrative charges
- (ii) No application for refund and or withdrawal will be entertained if such application is not received at the office of the Director General three weeks before the beginning of the Fair.
- (iii) Upon payment of such amount as in (i) above to the organizers by the Exhibitors, the contract shall be deemed to be decided and neither party shall have any further claims against the other.
- (iii) In the event of any failure on the part of the Exhibitors to observe and perform any of the provisions of the contract the organizers shall have the right to terminate the contract forthwith by a written notice to that effect in which event all rental paid by the Exhibitors shall be forfeited to and retained by the organizers and the Exhibitors shall identify the organizers in respects of all cost, damages or expenses (including any consequential loss or damage) incurred as a result of such breach of contract.

13. INSURANCE AND SECURITY

- (i) The security of the exhibition site will be provided by the sponsors of the Fair and State Security Agencies.
- (ii) The Exhibitors shall be responsible for the Insurance of his Exhibits against risks
- (iii) The Police Post in the Fair Complex shall remain opened 24 hours a day during the period of the exhibition and three days after the closure of the Fair.
- (iv) However, individual Exhibitors may wish to engage the services of private security agencies for their private requirements and inform the organizers accordingly.
- (v) However, the organizers shall not be responsible for any loss or damage to exhibits in the Exhibition Halls and Stands.

14. IMPORTATIONS AND CUSTOMS FORMALITIES

All goods imported for the Exhibition shall be admitted under temporary importation regulation and early marked as "Exhibition goods for the 31st Kaduna International Trade Fair". The clearance from customs shall be subject to the following formalities

- (i) Full list of goods, showing identification mark Number description, quality, weight and CIF Value shall be furnished to the Customs at the port of entry.
- (ii) Further information relating to Customs formalities may be obtained from the Kaduna Chamber of Commerce Secretariat at Kaduna. Zaria Road, Kaduna. Embassies, High Commission abroad and Embassies of the participating countries in Nigeria.

15. SALES OF EXHIBITS

- (i) Imported Exhibition goods, should not be sold until the close of Fair and subject to the compliance with the Nigeria Customs and Excise regulation.
- (ii) Full details of business proposals, joint-ventures and sales exhibit goods should be made to the Trade Fair Office for further assistance that may be required from the Government Agencies.

16. IMMIGRATION AND AIRPORT FORMALITIES

- (i) All persons wishing to enter Nigeria for the purpose of participating in the Fair either as an Exhibitor or visitor shall be required to obtain Entry Visa from Nigeria organizers as request.
- (ii) Other immigration and airport formalities to be complied with include the possession of valid health certificate in respect of yellow Fever and valid return ticket.

17. ADVERTISING

- (i) On site, the Exhibitor's name, sign and banner shall be displayed within the confines of their stands and may not protrude into corridors.
- (ii) An Exhibitor may install and use advertising equipment or his stand or display unites provided no disturbances are caused to other Exhibitors.

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18. FAIR CATALOGUE

- (i) Official Trade Fair Catalogue will be published by the Trade Fair Committee
- (ii) Exhibitors are invited to place paid advertisement in the magazine by completing the appropriate portion of the application form.

19. CAR PARK

Suitable parking lots with necessary security have been provided around the Trade Fair Arena. Parking of vehicles shall therefore not be allowed in the Fair Complex. All vehicles are parked at owner's risk at the car park provided. No vehicle will be allowed to remain at the Trade Fair Complex and any Car found parked or left on the Fair ground for whatever reason outside the hour specified for delivery will be penalized **₦1,000.00** per day otherwise Police may be required to tow away such vehicle.

20. CATERING FACILITIES

Catering facilities will be provided within the Trade Fair ground and at the International standard hotels within easy reach or at other hotels of equal standard scattered within Kaduna Township.

21. USE OF FAIR SPACE

Exhibitors are bound to exhibit the announced products and services and should man the stand with capable personnel during the business hour of the Trade Fair.

22. UTILITIES HANDLING

- (i) Participants should retain their electricity take-off point to those authorized in the application form. Unauthorized addition of new points is dangerous and will attract immediate penalty of **₦1,000.00**.
- (ii) Under no circumstance should Exhibitors or their agents cut and tap underground cables. This could be highly dangerous.
- (iii) Exhibitors should be required to settle their electricity bills, water, hotel accommodation and space rates in full before taking possession of their stand, failure to comply with any of the aforementioned payment will result in delay or cancellation of the proposed space allocation.
- (iv) Free access road must be allowed for fire control equipment and water dowers. The fire service is provided within the Fair Complex in case of emergency.
- (v) There are regular refuse disposal facilities around the Complex. Use them and no Exhibitor is allowed to burn refuse or dump them outside their stand. Ice cream van or display must ensure that the Containers of their products are prospering disposed off into refuse bind.

23. SUPPLEMENT CLAUSES

Whenever necessary the organizers shall have the right to issue supplement regulations in the interest of Exhibitors and the additional written regulation instruction shall form part of the condition for participation and they shall be binding on the Exhibitors.

24. FACILITIES AVAILABLE AT THE FAIR COMPLEX

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| i. Information Bureau | xi. Courier Services |
| ii. Police Post/Security Services | xii. Car hire |
| iii. Fire Prevention Post | xiii. Car Park |
| iv. Custom and Excise Post | xiv. Reception podiums for special day |
| v. Telephone, Telex and Postal Services | xv. Business Centres |
| vi. Medical/Health Centre | xvi. Permanent Shopping Arcade |
| vii. Toilets | xvii. Festival Ground |
| viii. Water | xviii. Conference Centre |
| ix. Catering Services | xix. Technical Services. |
| x. Electricity | |

25. PAYMENTS FOR PARTICIPATION IN THE FAIR AND OTHER SERVICES SHOULD BE DIRECTED TO THE KADUNA INTERNATIONAL TRADE FAIR ONLY, IN BANK CERTIFIED CHEQUE OR BANK DRAFT.