

F. STAND DESCRIPTION

Basic stand:	space only with one 15 amp power outlet (both in Halls and on External space)
Modular stands: (in Halls only)	constructed of 2.5m high white panels, carpet tiles, 1 x blue fascia with name and stand number in white vinyl; 150W spotlights (minimum 2) and 1 x 15 amp power socket. Furniture in 4. consists of 2 chairs and 1 round table.
External stands:	All exhibitors who book space of 18m ² or less in halls shall use the modular stand as in column 3 in the table above. May be on grass, gravel, paving, concrete. Supplied with 1 x 15amp power outlet.

G. BOOKING GUIDELINES

Steps to follow:
a. Decide on amount of space required (Items 1. or 2.)
b. Decide on dimensions (Item 3.)
c. Decide on stand position (Item 4.)
d. Complete Expression of Interest (separate page)
e. Pay at least 50% deposit into ZITF account as in Item 6 to secure the booking.
f. Scan & email Proof of Payment stamped by the bank to zitf@zitf.co.zw OT Fax to (+263 9 884921, with clear depositor details)

H. PLACEMENT OF PRODUCT GROUPS IN HALLS (PROVISIONAL)

HALL 1: International and Zimbabwe: Agriculture, Automotive, Electrics, Light/Heavy Industry, Mining; ULTIM8 HOME – Home improvements, Furniture, Interior Décor, Construction.
HALL 2A: Zimbabwe: Civic organisations, local government and Rural District Councils.
HALL 3: International and Zimbabwe: A'SAMBENI (Business Tourism), SCHOLASTICA (Education, Training, Consultancy),
HALL 4: International and Zimbabwe: PAKPRINT (packaging and printing), Plastics, Stationery, Business Services, Consumer Goods, Chemicals, Health-related exhibits, Insurance, Medical Aid, Pharmaceuticals, non-Manufacturing, IT/Hi-tech, Electronics; Clothing/Textiles, Leather ware/Footwear Cosmetics, Toiletries.
HALL 5: Zimbabwe
EXTERNAL SITES: International and Zimbabwe: Agriculture, Automotive, Light/Heavy Industry, Leisure, Mining.

I. PAYMENT INSTRUCTIONS

Payment in US\$ into the following account:

Name: ZITF	Account number: 9140000929041 (USD)	SWIFT Code: SBICZWHX
Bank: Stanbic Bank	Address: 11 Plumtree Road, Belmont, Bulawayo	Belmont Branch Code: 1010

J. PLEASE NOTE

- a. **Until 15 February 2023** To secure a stand the non-refundable 50% of the rental fee **plus the full VAT component SHALL** be paid within 1 week from the date of booking.
From 16 February 2023 onwards: the deposit **SHALL** be paid within 3 working days from the day of booking. Stands shall not be allocated until this deposit has been received within the stipulated times.
Exhibitors should check if the stand is still available before making payment as all space is sold on a first come first served basis. The booking form shall be read in conjunction with the Rules and Regulations pertaining to the hire of sites, specifically clauses 2, 23 and 27.
- b. **The remainder of the rental shall be paid by 31 March 2023. Neither Exhibitors nor their contractors will be given access to their stand, nor will any stand building be undertaken, if ZITF has not received the full payment.**
- c. **All unpaid or partially paid rentals will increase by 20% on 31 March 2023.**

ZITF is affiliated to



See Section B above for stand size and placement choices applicable during ZITF 2023.

Rev 1 Rev Date: 16 Nov 2022 Effect Date: 16 Nov 2022