



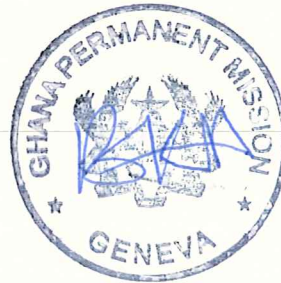
PERMANENT MISSION OF GHANA

GENEVA

FAIRS/EX.GH

The Permanent Mission of the Republic of Ghana to the United Nations Office and other International Organizations in Geneva presents its compliments to all Permanent Missions in Geneva and has the honour to forward for your information and necessary action, the attached brochure relating to the upcoming Trade Fair, scheduled for the 28th February to 7th March 2018, at the Ghana International Trade Fair Centre, La Accra, Ghana.

The Permanent Mission of the Republic of Ghana to the United Nations Office and other International Organizations in Geneva avails itself of this opportunity to renew to all Permanent Missions in Geneva the assurances of its highest consideration.



Geneva, 16 January 2018

To All Permanent Mission in Geneva

INDUSTRIALISING GHANA, CREATING JOBS

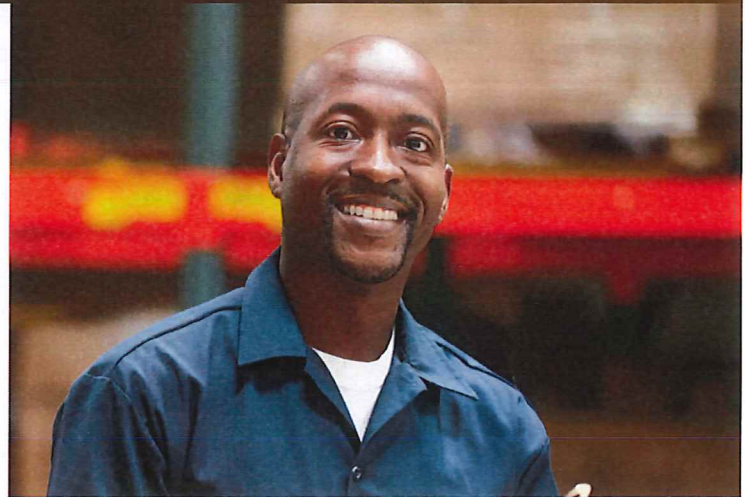


TABLE OF CONTENT

- 02** MESSAGE FROM GHANA TRADE FAIR COMPANY
- 03** MESSAGE FROM ONE DISTRICT,
ONE FACTORY SECRETARIAT (1DIF)
- 04** PARTICIPATE AND OPTIMIZE YOUR BUSINESS HORIZON
AT THE 22ND GHANA INTERNATIONAL TRADE FAIR 2018
- 06** EXHIBITION INFORMATION
- 11** TERMS AND CONDITIONS





MESSAGE FROM NANA AKUFO-ADDO PRESIDENT OF THE REPUBLIC

Industrialisation and job creation are two of the major policy initiatives of the President of the Republic of Ghana, Nana Addo Dankwa Akufo-Addo.

The Ministry of Trade, Ghana Trade Fair Company Limited and the One District One Factory Secretariat have been mandated to ensure that various platforms and resources are pulled together in the promotion and facilitation of these policies.

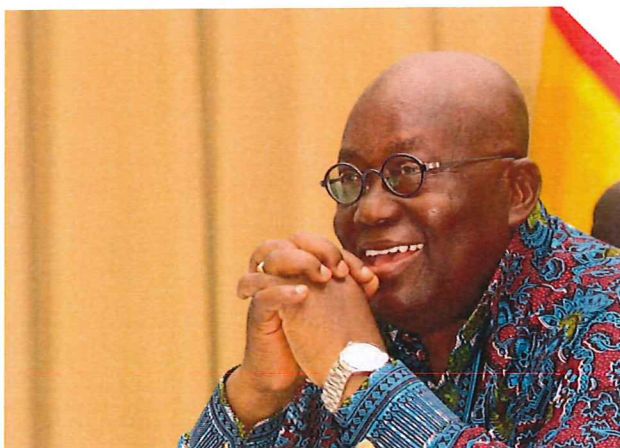
To this end, the Presidency is supporting the Ghana Trade Fair Company Limited to organize the 22nd edition of the Ghana International Trade Fair, the nation's flagship trade event scheduled for February 28th to 7th March, 2018, at the Ghana International Trade Fair Centre, La - Accra.

The fair themed; "Industrialising Ghana, Creating Jobs", focuses on showcasing our flagship One District One Factory (1D1F) policy to local and international audience as well as providing opportunities for growth and expansion of small and medium scale enterprises in the country.

The Presidency, therefore, encourages you to support, partner, participate, and or explore the opportunities this Trade Fair offers. Collectively, let's build and grow Mother Ghana.

We look forward to your participation in the 22nd edition of the Ghana International Trade Fair.

Thank you.



**HIS EXCELLENCY NANA ADDO
DANKWA AKUFO-ADDO,
PRESIDENT OF THE REPUBLIC
OF GHANA.**



MESSAGE FROM GHANA TRADE FAIR COMPANY

Welcome to the 22nd Ghana International Trade Fair. It is an honour and a privilege to invite you to the 22nd annual Ghana International Trade Fair from 28th February – 7th March 2018.

The Ghana International Trade Fair presents a unique opportunity to showcase Ghana's domestic products and services. As a participating partner, this is a great opportunity to showcase your goods and services to the world. A week of dynamic networking among Ghanaian and Foreign Exhibitors, Business representatives, Embassies and thousands of potential customers who will visit the fairgrounds.

Over the past two decades, the Ghana International Trade Fair has launched many of Ghana's small to medium size companies and provided the platform for large scale, Fortune 500 companies to find local and foreign partners.

This year's fair will offer new and exciting opportunities. In collaboration with Government's One District One Factory (1D1F) Initiative, exhibitors and partners will get the opportunity to interact with small, medium and large-scale companies under this flagship program. 1D1F is a policy implemented by Government to industrialize Ghana in all sectors across the country. This creates an enormous opportunity to introduce your brand and products to emerging and existing companies currently enrolled in the 216-district industrialization program.

The Trade Fair Grounds will also undergo a complete redevelopment beginning in 2018. An International Convention Center with all the amenities will serve as the anchor in the 200-acre mixed-use project planned for the existing site. Our Goal is to make Ghana International Trade Fair Center the trade hub in West Africa and the preferred trading destination for our global partners.

Join us for an exciting and productive fair season. Come grow with us!



**DR. AGNES ADU
CEO, TRADE FAIR COMPANY**





MESSAGE FROM ONE DISTRICT, ONE FACTORY SECRETARIAT (1D1F)

The One District, One Factory (1D1F) Secretariat welcomes you to the 22nd Ghana International Trade Fair scheduled for February 28 to 7 March 2018 at the Ghana International Trade Fair centre La Accra.

The 1D1F Secretariat extends its commendation, and gratitude to the Management and Board of Directors of Ghana Trade Fair Company Limited for accepting to collaborate with the Secretariat to organize the forthcoming event. We are glad to be associated with programmes aimed at facilitating and promoting made in Ghana goods.

The 1D1F initiative was instituted by His Excellency, President Nana Addo Dankwa Akufo Addo, to address the challenges of slow economic growth at the district level.

The initiative led by the private sector will equip and empower communities to utilize their resources in manufacturing local products. This will reduce reliance on imports and increase food availability. The programme aims at facilitating the creation of 2000 to 5000 jobs per district over a ten-year period, and contribute an estimated US\$6,000,000.00 to the Gross Domestic Product annually.

The 22nd edition of Ghana International Trade Fair is Ghana's Flagship trade event which contributes to the discovery of small and medium scale enterprises in Ghana. We invite your company to come participate, and benefit from the opportunities this platform offers.

You are welcome AKWAABA, MARHABA,



**HON. GIFTY OHENE KONADU (MRS),
NATIONAL COORDINATOR
ONE DISTRICT ONE FACTORY**



PARTICIPATE AND OPTIMIZE YOUR BUSINESS HORIZON AT THE 22ND GHANA INTERNATIONAL TRADE FAIR 2018

THE GHANA TRADE FAIR COMPANY LIMITED

The Ghana Trade Fair Company Ltd is a government of Ghana agency, under the auspices of Ministry of Trade and Industry, responsible for the organization of world class fairs and exhibitions.

The company manages the Ghana International Trade Fair Centre, Ghana's premier and only International Expo Centre owned by the government of Ghana.

The company also organizes Grand sales and other specialized / solo fairs; rent facilities for exhibitions and equipment to other event organizers. Exhibitions organized by the Ghana Trade Fair Company are highly patronized by foreign exhibitors, and their local counterparts.

The company is managed by the Chief Executive Officer, Dr. Agnes Adu, a dedicated team of nine member board of directors.



THE GHANA INTERNATIONAL TRADE FAIRS

The Trade Fair land was acquired by Dr. Kwame Nkrumah by legislative instrument in 1960.

The Centre was set up as part of the Government's massive industrialization campaign after independence. It served as the primary trade hub for inter-African trade and also served as a conduit to the rest of the world. These were the underlying conditions, which led to the establishment of the Ghana International Trade Fair series.

The first International Trade Fair commenced under the Chairmanship of Air-vice Marshal M. A. Otu, the then Trade Fair Committee Chairman.

The objective of the First International Fair was to promote inter Africa trade and attract foreign international investors. Seventeen (17) foreign countries participated and seven (7) African nations attended in 1967.

The Trade Fair secretariat was later set up under the Ministry of Trade in 1965. In 1989 it became the Ghana Trade Fair Authority under PNDC Law 215. The center consequently was given a Limited Liability status in 1997 as the Ghana Trade Fair Company Ltd. with the government as the sole shareholder.

After some years of structure, International Fairs resumed and were held as below:

- 2ND INTERNATIONAL FAIR 1971
- 3RD INTERNATIONAL FAIR 1973
- 4TH INTERNATIONAL FAIR 1976
- 5TH INTERNATIONAL FAIR 1996
- 6TH INTERNATIONAL FAIR 1998
- 7TH INTERNATIONAL FAIR 2000
- 8TH INTERNATIONAL FAIR 2002
- 9TH INTERNATIONAL FAIR 2004
- 10TH INTERNATIONAL FAIR 2006
- 11TH INTERNATIONAL FAIR 2007
- 12TH INTERNATIONAL FAIR 2008
- 13TH INTERNATIONAL FAIR 2009
- 14TH INTERNATIONAL FAIR 2010
- 15TH INTERNATIONAL FAIR 2011
- 16TH INTERNATIONAL FAIR 2012
- 17TH INTERNATIONAL FAIR 2013
- 18TH INTERNATIONAL FAIR 2014
- 19TH INTERNATIONAL FAIR 2015
- 20TH INTERNATIONAL FAIR –TAMALE 2016
- 21ST INTERNATIONAL FAIR 2017



EXHIBITION INFORMATION

The 22ND Ghana International Trade Fair, which is a General Consumer Fair, is organized by the Ghana Trade Fair Co. Ltd under the auspices of the Ministry of Trade & Industry. It offers a unique platform for manufacturers, suppliers, buyers, and users of wide range of goods and services and opportunities for investment promotion.

VENUE: Ghana International Trade Fair Centre, La-Accra.

DATE: February 28th - 7th March 2018

OPENING HOURS:

Exhibition Halls: Weekdays

10:00am - 8:00pm

Weekends & Public Holidays:

10:00am - 10:00pm

Entertainment Areas: Weekdays

4:00pm - 11:00pm

Weekends & Public Holidays:

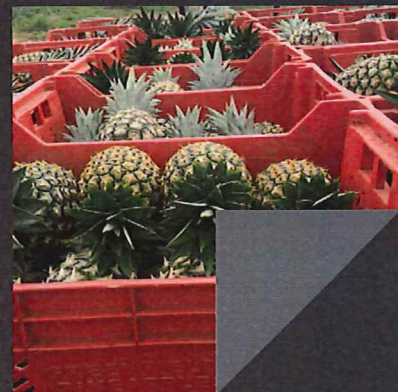
4:00pm - 12:00pm

The Main Objectives Of The Fair Are To:

- a) Provide a doorway to Ghana's Growing Markets
- b) Promote Ghana's non-oil exports
- c) Promote development of Trade & Industry
- d) Promote Made-in-Ghana goods & services
- e) Promote Agric and agro-based Industry
- f) Indicate suitable areas for foreign/local partnership
- g) Stimulate a culture of entrepreneurship
- h) Attract Foreign Direct Investment

Target Groups

- a) Business Organizations in Ghana
- b) Overseas Organizations and Governments
- c) ECOWAS Member States
- d) Diplomatic Missions and Trade Reps
- e) Small and Medium Scale Ent's (SMEs)
- f) Agencies and Parastatals
- g) Research and Educational Institutions
- h) Regional Administrations
- i) Ghanaians in the Diaspora
- j) SADC Countries



VISITOR TURN OUT

A large number of visitors from Ghana and abroad are expected to visit. These include businessmen from ECOWAS countries with potential market population of 250 million people who are expected to participate in the event.

THE EXHIBITS

In line with the country's development priorities, special emphasis will be given to products and services in the following sectors:

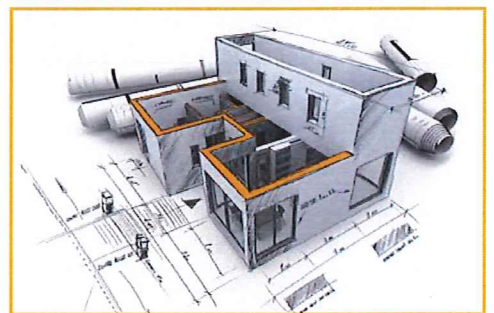
a) Agriculture & Food Production

- Crop production and seed multiplication
- Irrigation
- Handling/Storage/Processing equipment & machines
- Livestock Fishing
- Primary food preservation and processing
- Food Beverages - New products



b) Building & Construction

- Building Materials
- Building & Civil Engineering Plants
- Construction Equipment
- Sewage & Water Treatment Plants
- Town Planning & Environmental Sanitation



c) Industrial & Production Machinery

- Consumer goods production plants & machinery
- Materials handling & Storage Equipments
- Metal working equipments; Machine Tools
- Woodworking Machinery; Maintenance Equipments



d) Oil, Gas & Petro - Chemical

- Exploration & Production
- Refining & Marketing
- Petro - chemical products e.g. Fertilizers, carbon black, fibers, resins, & plastics



e) Mining & Energy

- Mining Equipments
- Electrical Equipments
- Power Generation/distribution



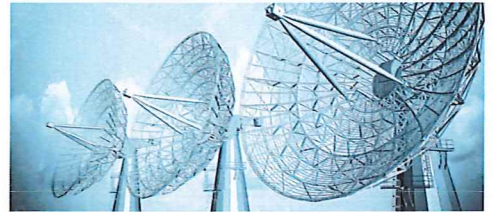
f) Transport/Aviation

- Passenger Vehicles, Heavy Duty Trucks & Vehicles
- Automotive Component & Spare Parts
- Aircraft, Airport Equipment; Railway and Ports Engineering Components



g) Telecommunications

- Communication Equipment
- Electronics
- Telephones & Telex



h) Business Equipment & Data

- Processing Systems
- Business & Accounting Machines
- Computer & Data Processing Machines



i) Training & Education

- Educational Systems & Equipments
- Scientific & Medical Teaching Equipments
- Engineering & Technical Teaching Equipments
- Sports & Recreational Equipments



j) Healthcare & Safety Equipment

- Hospital Equipments; Medicaments
- Safety & Protective Clothing
- Fire protection & and fire fighting equipments
- Security Systems



k) Banking & Finance Services

- Commercial & Merchant Banking
- Development Finance
- Money & Capital Market
- Insurance



l) Scientific/Technological Break-through

- Researched Findings
- Scientific Innovations



m) General Consumer Goods.

SPECIAL REQUESTS

Please fill the appropriate Form or contact Fair Organizers for Special request for:

- a) Water
- b) Electricity Installation (3-phase or single-phase)
- c) Special lighting
- d) Telephone
- e) Video Coverage
- f) Furniture (Tables & Chairs)
- g) Country Day or Product Launch

NB: There will be general electricity and water supply throughout the Fair period. However exhibitors with additional requirements for utilities should fill a Supplementary Utilities Form for which connections attract a separate fee.

APPLICATION

Enclosed in this prospectus are the application forms for participation, which should be completed in quadruple and returned with full payment to the Organizers or it's officially appointed Agents on or before February 5, 2018.

MEDIA COVERAGE

There are opportunities for media coverage - Electronic media, print media to boost marketing strategies for products. **For media bookings and details contact or email: ghtradefair@gmail.com**

SPONSORSHIP OPPORTUNITIES

Sponsorship opportunities are also available to companies who wish to take their products to a higher Pedestal. For sponsorship package and details **contact: ghtradefair@gmail.com**

FACILITY HIRE

Conference halls and other exhibition facilities are available for companies who wish to organize indoor and outdoor events (Please contact the Exhibition Director with your request)

PUBLICITY

Special publicity programmes to be undertaken include:

- Press advertisement and editorial coverage
- Press releases, Press Conference & Briefs



- Radio & TV interview and coverage
- Documentary
- Television commercials and radio jingles
- Posters & visual materials
- Exhibition Catalogue;
- Exhibition Press Review; &
- Exhibition Press Supplement

Exhibitors and Advertisers who wish to subscribe to any of the above should contact The Public Relations Officer, Ghana Trade Fair Company Ltd. email: ghtradefair@gmail.com

CONSTRUCTION OF STAND

Exhibitors who use more space than the area allocated them shall be surcharged for the additional space. Exhibitors who wish to construct their own stands are at liberty to do so. **Specially designed custom stands are also available for rental please contact: ghtradefair@gmail.com**



TERMS AND CONDITIONS

APPLICATION FOR PARTICIPATION

All applications for space for participation in the 22nd Ghana International Trade Fair 2018 shall be made on the prescribed forms attached to prospectus.

APPLICATION FORM

The completed Application Form shall be submitted together with full payment to the Organizers to qualify for allocation of space not later than February 1, 2018, (All foreign exhibitors should email their completed application forms to the organizers. You may fill your application form online

Once signed, the Application Form shall become a binding contract between the G.T.F.C and the exhibiting company.

ALLOCATION OF FAIR SPACE

a) The organizers shall allocate space /stand/ pavilion to each Exhibitor in accordance with the organizers classification or products /materials /services. The Organizers reserve the right to allocate available space and size on the Fair grounds entirely at the Organizers' own discretion.

Exhibitors shall be liable for any damage to any structures including the halls, buildings and stands and shall not paint or otherwise deface or alter or affix anything to the floor, ceiling, pillar or walls without the prior written consent of the organizers.

b) The Organizers reserve the right to change the location of any Exhibitor without being liable for damages or compensation if circumstances call for such change and/or if the Exhibitor fails to take possession of his space/stand within the prescribed period.

c) An Exhibitor who does not make the required payment within the prescribed period or fails to fulfill any or all the conditions required for space allocation shall forfeit the space allocated and the right to participate.

USE OF FAIR SPACE

- Exhibitors shall exhibit only the particular products, goods or materials or product group or type stated on the Application Form. Any later additions must be by the approval of the organizers.

- Every exhibitor shall have his or her stand ready and all displays/merchandise completed before the opening day of the Fair. Failure to do so without any reason would result in eviction without refund of any fees and compensation and the stand reallocated

SUB-LETTING OF FAIR SPACE

Exhibitors shall not sublet the space/stand/pavilion allocated to them to any third party either wholly or in part without the written consent of the Organizers. The breach of this term would attract eviction from participation.



RATE OF EXHIBITION STANDS

NO	PAVILION	SIZE	ITEMS INCLUSIVE	AMOUNT GH¢	US \$
1	A (Made In Ghana)	9 sqm	A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes, & a Socket	2,000	
2	B (Ghana)	9 sqm	A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes,& a Socket	2,200	
3	B (ECOWAS)	9 sqm	A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes		650
4	B (others)	Per sqm	A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes, & a Socket		120
5	A wings		A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes, & a Socket	800	
6	B wing		A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes, & a Socket	800	
	Outdoor		A Table, 2 chairs, 2 spot light, 1 car pass, 3 exhibitor passes, & a Socket	600	
7	Food and drink			400	
8	Prospectus			20	

CONSTRUCTION OF STANDS/PAVILIONS

The Fair Grounds shall be open to Exhibitors at a date fixed by the Organizers for the purpose of the construction of their stands/pavilions and the mounting of their various exhibits, materials and products.

DISPOSAL OF PACKAGING MATERIALS

Exhibitors shall not store any hazardous materials or dispose of packaging materials in such a way and manner as shall constitute a nuisance or obstruct the free movement of persons and traffic or disfigure or endanger the environment

ANTI -SOCIAL BEHAVIOUR

Exhibitors shall not engage in and shall not allow any part of their stands, pavilions or space allocated to them to be used for gambling, drinking, drugs, wrestling, boxing, dancing or any other anti-social behaviors. The Organizers' opinion should be sought and approval obtained in writing for proposed activities on the Fair grounds.



DISMANTLING OF STANDS/PAVILIONS

Exhibitors shall dismantle their stands/pavilions and vacate their allocated space not later than two (2) days after the closing of the Trade Fair.

METHOD OF PAYMENT

- All payments due to the Organizers of the Trade Fair for allocation of space, charges for utilities and advertisements in the Trade Fair catalogue shall be made fully by Cash or Bank Certified Drafts made payable to the Ghana Trade Fair Co. Ltd.

- Payments by Ghanaian Exhibitors or accredited agents of Foreign Companies (Companies registered in Ghana) shall be made in Cedi equivalent of the Dollar at the prevailing Forex Bureau Rate to Ghana Trade Fair Co. Ltd.

- Payments by all Foreign Exhibitors shall be made in US Dollars/Euro/C FA to Ghana Trade Fair Co. Ltd. At

ACCESS BANK

ACCOUNT NO.: 0010223612061

EAST CANTONMENT BRANCH

GHANA TRADE FAIR -WELFARE

WITHDRAWAL BY EXHIBITOR

Without prejudice to the rights and remedies of the organizers in respect of any breach of contract on the part of any exhibitor, the organizers may, at their discretion, allow an exhibitor to withdraw from participation subject to the following conditions:

a) The exhibitor shall give to the organizers written notice of his desire to withdraw from participation at the Trade Fair.

b) If the said withdrawal is accepted, the organizers shall convey their acceptance in writing to the affected exhibitor.

c) The exhibitors would be required to pay a

penalty for such withdrawal. Refunds will only be processed after the Fair ends in March 2018.

The rate of refunds shall be as follows:

Date of receipt of notice of withdrawal / proportion of value of contract refundable.

- Before December 31, 2017.....40%
- Before January 30, 2018.....20%
- On or after January 31, 2018.....Nil

BREACH OF CONTRACT BY EXHIBITORS

In the event of default or failure on the part of the exhibitor in observing or performing any of the provisions of the contract or of the Terms and Conditions of this Prospectus, the organizers shall have the right to terminate the contract forthwith by notice in writing to such defaulting exhibitor.

- In the event of such termination all rentals paid by the defaulting exhibitor shall be fortified to the organizers. The exhibitor shall indemnify the organizers against all cost, losses, damage or expenses (including any consequential loss or damage) incurred as a result of such failure or default.

CHANGE OF DATE

The Organizers reserve the right to change the date and duration of the Trade Fair if exceptional circumstances so demand. Exhibitors shall be duly notified of such change. In the event of such change as stated in (a) above all contracts and/or other agreement for participation shall remain in force and the exhibitors shall not be entitled to any claim for damages or compensation for such change.

CANCELLATION/POSTPONEMENT OF TRADE FAIR

The organizers shall not be liable for any loss or damages sustained by any exhibitor, participant



or contractor or any other persons for the cancellation or postponement, of the Trade Fair or the reduction of the advertised duration of the Fair as a result of:

- Force majeure
- Acts of war, military activity, political/civil unrest, disturbance or riots
- Legislation by Government of Ghana
- Fire, flood, tempest, excessively inclement weather, storms, earthquakes
- Damage caused by an aerial object or aircraft; In the event of the cancellation or postponement of the fair as a result of any or a combination of the events stated above 25% of the payments made by exhibitors may be refunded by the organizers.

CONSTRUCTION OF STANDS/PAVILIONS BY EXHIBITORS

a) Subject to approval exhibitors may be granted permission by the organizers to construct, and set up their stands/pavilions or shell schemes themselves provided they follow laid down procedures and designs as communicated from time to time by the organizers.

b) Before commencing such construction, the exhibitor must have a confirmed space allocation and must also submit the drawings for the proposed construction for necessary approval in writing by the organizers or their designated agents.

c) The exhibitor shall be liable for any damage caused to neighboring or other exhibitors, common property or visitors by such exhibitors or their servants or agents during stand construction.

d) The construction, furnishing and decoration

of all stands/pavilions or shell scheme stands, must be completed by 6:00pm on February 25, 2018.

e) Any exhibitor whose constructed stand extends beyond the space paid for and approved for such exhibitor shall be liable to pay as penalty an amount equal to double the cost of such additional space.

MOVEMENT OF EXHIBITS

a) Exhibitors shall be responsible for the cost of transporting their exhibits to the Fair grounds and shall also be responsible for the cost of dismantling and removing them at the end of the Fair.

b) Movement of vehicles and off-loading of exhibits/goods shall not be allowed during the hours of the Fair (i.e. 10:00am - 3:00pm) through out the duration of the Fair.

c) The exhibitor shall remove all exhibits/goods from the Fair grounds within two (2) days of the end of the Fair failing which they shall be liable to indemnify the Organizer in the sum of Three Hundred US Dollars (\$300) per day or Three Hundred and Sixty Ghana Cedis (GHC 360) for everyday for which they are in breach of the period of grace.

SECURITY

a) All reasonable security precautions shall be taken by the Organizers during the Fair period for the safety and protection of exhibitors and visitors to the fair.

b) Exhibitors shall however be responsible for the security of their stands/pavilions exhibits and goods and the organizers shall not be held liable for any loss, theft or damage to such exhibits/goods before, during or after the fair.

c) In order to ensure adequate security and safety for all persons, exhibitors, visitors and the

organizers, including their contractors and agents should know the driving of any vehicles within the fair grounds is not allowed. Vehicles parked at un-approved Car Parks on the Fair grounds between the hours of 10:00am and 8:00pm daily shall be towed. Such vehicles would only be released after the payment of GHC 100 as penalty.

FIRE REGULATIONS

Fire Service Personnel shall patrol the Fair grounds and shall be authorized to limit or stop any demonstration by any exhibitor if in their estimation it could be a potential fair hazard.

All exhibitors shall be required to provide fire extinguishers and other fire prevention equipment at their stands/pavilions where inflammable products are displayed.

INSURANCE

All exhibitors shall maintain personal and appropriate insurance policy to cover their products as well as their participation at the trade fair. They shall indemnify the organizers against all costs, claims, demands, and expenses to which they may suffer as a result of any loss or damage, claim or injury occurring or arising to any persons, goods or structures however caused in the duration of the Fair. For the purpose of this clause, 'the duration of the Fair' shall include the period before the actual official commencement of the Fair, when stands, pavilion and structures, are being erected and exhibits mounted and the period after the official closing when stands, pavilions and all structures are being dismantled and exhibits removed.

PROHIBITED & UNDESIRABLE EXHIBITS

The Organizers absolutely prohibit the display or sale of the under-listed items during the Trade Fair:

- Explosives and inflammable materials
- Firearms and ammunitions
- Radioactive products and materials

- Wildlife and dangerous animals
- Pornographic or offensive materials
- Chemicals of a toxic or hazardous nature.

Any exhibitor wishing to use or demonstrate with petrol, fuel, oil, paraffin, ethyl alcohol, acetylene, or any other combustible materials or operate any machine/equipment that may cause or is likely to cause explosions and/or fire outbreaks, shall be required to obtain the approval in writing of the officials of the Ghana National Fire Service present on the Fairgrounds.

Demonstrations by exhibitors with heavy moving machinery or equipment shall be undertaken only at agreed intervals and a specified area stipulated by the organizers.

MOBILE EXHIBITORS/ HAWKERS

Mobile exhibitors, hawkers, vagrants, itinerant traders, beggar etc shall not be allowed within the Fair grounds during the Trade Fair. Such goods shall be confiscated.

SALE OF EXHIBITS

- Exhibitors may sell their exhibits/goods at the Fair grounds subject to the Ghana Customs & Exercise Service Regulations
- The sale of exhibits/goods shall be confined to each exhibitor's stand/pavilion only
- Exhibitors who violate this provision shall be evicted from the Fair.

IMPORTATION/RE-EXPORTATION OF EXHIBITS

The full list of exhibits imported for the Fair showing description, quantity, weight and CIF must be prepared and shown to the Ghana Customs Exercise & Preventive Service at the point entry.

All exhibits imported for the Fair may be admitted under "TEMPORARY IMPORTATION REGULATION" All packages and documents must be boldly marked or labeled * 22nd GHANA INTERNATIONAL TRADE FAIR".

Exhibits/goods shall be re-exported within three (3) months from the end of the Trade Fair. Failure of which goods will be transferred to state warehouses and auctioned. Exhibition goods at the warehouse at the Trade Fair Centre its accredited agents shall attract Economic Rent one (1) week after the end of the Fair.

OFFICIAL CLEARING & FORWARDING AGENT FOR THE FAIR

GHANA SUPPLY COMPANY
P. O. BOX M35, ACCRA, GHANA

TEL: (ACCRA) 233-302-228113, 228131,

FAX: 233-302-669654

TEL: (TEMA) 233-22-202445

TEL: (KIA) 233-302-777438,

FAX: 233-302-771585

MOBILE: +233 274 063160

CONSIGNMENT OF EXHIBITS

Exhibitors are advised to consign their exhibits to the following address:

22nd GHANA INTERNATIONAL TRADE FAIR
GHANA INTERNATIONAL TRADE FAIR
CENTRE, LA - ACCRA
P.O.BOX TF 111, LA - ACCRA

TEL: +233 206 774582 / +233 555 528 817

EMAIL: ghtradefair@gmail.com/
www.facebook.com/tradefair.gh

EMAIL: ghtradefair@gmail.com

Exhibitors may apply for a clearance letter from the organizers to clear their exhibits.

CAR STICKERS & EXHIBITORS PASSES

Each stand of 9 sqm is entitled for one (1) car

sticker and three (3) passes including the exhibitor's own pass. Please, submit three (3) passport size pictures together with your Application and Contract Form to Ghana Trade Fair Company Limited. For extra passes / stickers, please find below:

	GHC
Additional Pass costs -	20
Additional Car Sticker costs -	50

ENTRANCE FEES WILL BE CHARGED ON SPECIAL DAYS

Please note that a Car Sticker admits a car and the driver to the General Fair grounds car park. Each passenger in the car passing through the official gate of the exhibition must possess an entry sticker/gate pass. Without it, the passenger must pay the appropriate gate fee.

SUPPLEMENTARY CLAUSES

The organizers reserve the right as and when necessary to issue supplementary regulations in addition to those in each contract made between the exhibitors and the organizers as well as these Terms and Conditions for participation.

DISPUTES/DIFFERENCE & INTERPRETATIONS

Any dispute, difference, or question which may arise between the organizers and any exhibitor touching upon the true interpretation of the Contract made between the parties and or these Terms & Conditions for participation or the rights and liabilities of the parties shall be decided by the Planning Committee. Similarly for the purpose of interpretation of the foregoing Terms and Conditions/individual clauses contained therein, the organizers interpretation shall be final.

The terms and conditions of participation as above are subject to change or review without notice to participants.

Further information about the Fair can be obtained from:
THE EXHIBITION DIRECTOR
GHANA TRADE FAIR COMPANY LTD
P. O. BOX TF111, TRADE FAIR CENTRE LA, ACC RA

PHONE: +233 206 774 582
+233 555 528 817
+233 244 259 575

EMAIL: ghtradefair@gmail.com/
www.facebook.com/tradefair.gh

NB: All exhibitors should note that NO vehicle will be allowed to park around the exhibition halls. All exhibitors are requested to park at the designated car parks.

HIRING FACILITIES AVAILABLE @ GHANA INTERNATIONAL TRADE FAIR CENTRE

PAVILION A & B

- Located at the main entrance
- 2,000 - 3,000 sitting capacity depending on the arrangement for social, religious, and political events.
- For exhibition with 9sqm, you can construct 200 exhibition booths.

AUDITORIUM

- Located within the administration block of the centre.
- It has about 350 to 400 sitting capacity depending on the types of chairs.
- Ideally for conferences, annual general meetings, product launch, Town hall Meetings.
- It can also be used to host cocktail party, wedding party, funeral reception, TV reality Shows,
- It has state of the art lighting system with wide podium space for VVIP seats.
- It's fully air conditioned with the potentials of ensuring decoration

MINI CONFERENCE HALL

- Located within the administration block of the centre.
- Recommended for Conferences, Board meetings, AGM's, Product launch etc.
- It has about 150 sitting arrangement with great lighting system.
- It can be partitioned to fit in organiser's required sitting arrangement.

ADMINISTRATION FORECOURT

- Located at the forecourt of the Administration Block.
- It's suitable for events such as wedding and funeral reception.
- It can host about 700 people with variety of sitting arrangement and decoration.
- Inclusive in the green lawn is the specialized flowering serene, coupled with fresh ambience of fresh air with fountains built around to give it a special touch and appeal.

MOBILE PAVILION:

- Located behind pavilion B, off the La Road
- A fully air conditioned facility
- Seating capacity of about 1,500 to 2,000 people for conferences or social event.
- It can accommodate 90 exhibition stands of 9sqm.
- The facility can also be used for wedding and funeral reception with about 600 seating arrangement.

PAVILION U

- Suitable for hosting an outdoor funeral or wedding reception.
- It can accommodate a little over 2,000 people
- It's very spacious.
- It's located opposite AGI's block E Trade Fair Centre.

LA ROAD

- It's a large open space located adjacent pavilion A & B
- Suitable for events such Musical Concert, religious Crusade, political activities, Test Driving skills and many more.
- It can accommodate over 10,000 people.
- The venue can equally be partition to cater for VVIP stands
- It's Ideal for gate fee charging events.

MAIN CAR PARK

- Located at the frontage of the main entrance of the centre.
- It can accommodate over 20,000 people.
- Suitable for religious activities, crusades, funeral reception, political events, musical concert, driving test, sensitizations programs.

SECURITY CAR PARK

- Its functions, usage and outlay are similar to the Main Car Park, except that it can accommodate a little over 10,000 people.
- It's located outside the walled area of Trade Fair and opposite ASA Royal Hotel.

BANQUET CHAIRS:

- We have in stock 400 pieces of Banquet chairs with seat covers.
- It is the cheapest within the industry.

PLASTIC CHAIRS

- We have in stock 750 pieces of plastic chairs for events/program.

INTERPRETATION EQUIPMENT

- For specialized multi lingua conferences which requires interpretation of different languages
- 50 pieces are available for hiring.

OUR ADVANTAGE

We have a large parking area for categories of events, unbeatable prices and secured environment.

OUTDOOR BRANDING

- We have space available for all kinds of billboards or outdoor advertisement
- Branding opportunities on our walls and facilities.

APPLICATION PROCESS FOR HIRING A FACILITY

The following steps should be followed when you intend hiring any of our facilities:

An application letter should be addressed to:

THE CHIEF EXECUTIVE OFFICER
GHANA TRADE FAIR COMPANY LTD
P.O. BOX TF 111
LA-ACCRA , GHANA

- Identify the specific facility you need
- Briefly state the nature of the event
- The date for the event
- Commencement and ending time of the event
- The estimated number of participants to attend.

Upon the receipt of your request, Management shall reply soonest stating the availability of the facility in question.

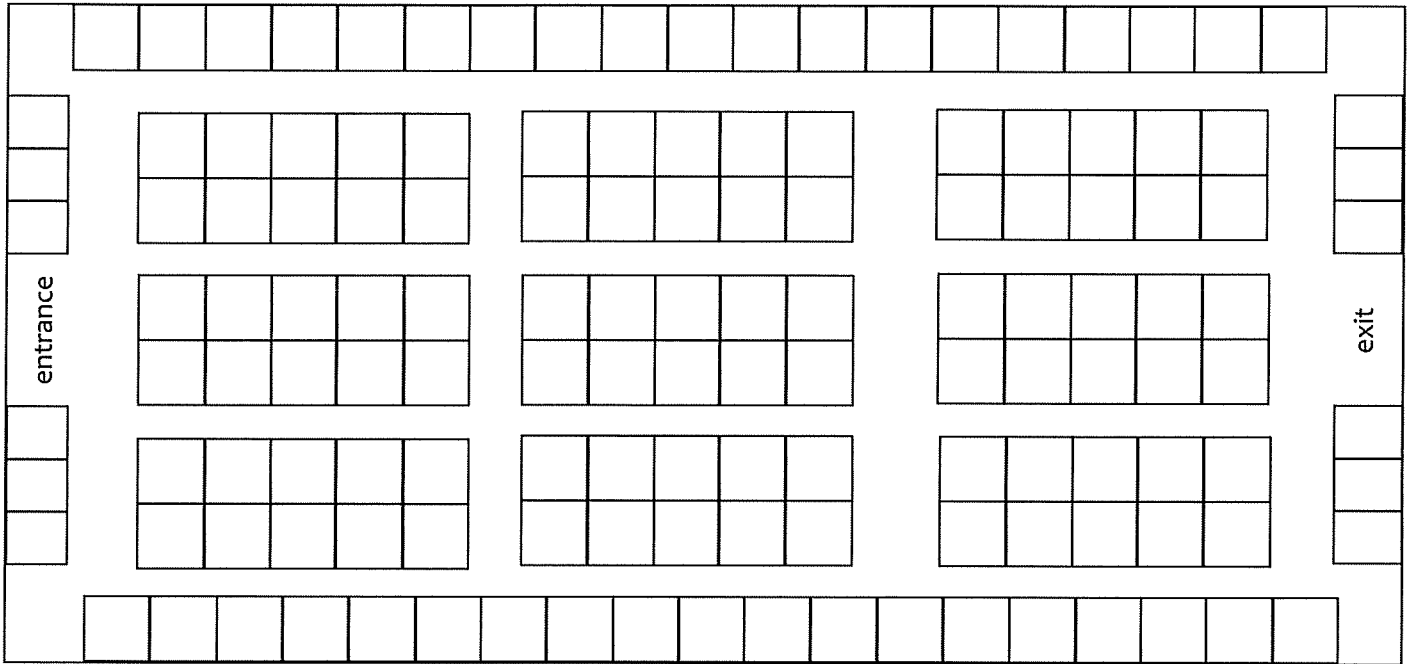
We shall also indicate the cost of hiring and the terms and conditions associated with its usage.

FOR FURTHER ENQUIRIES:

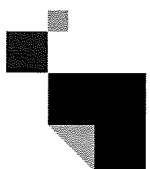
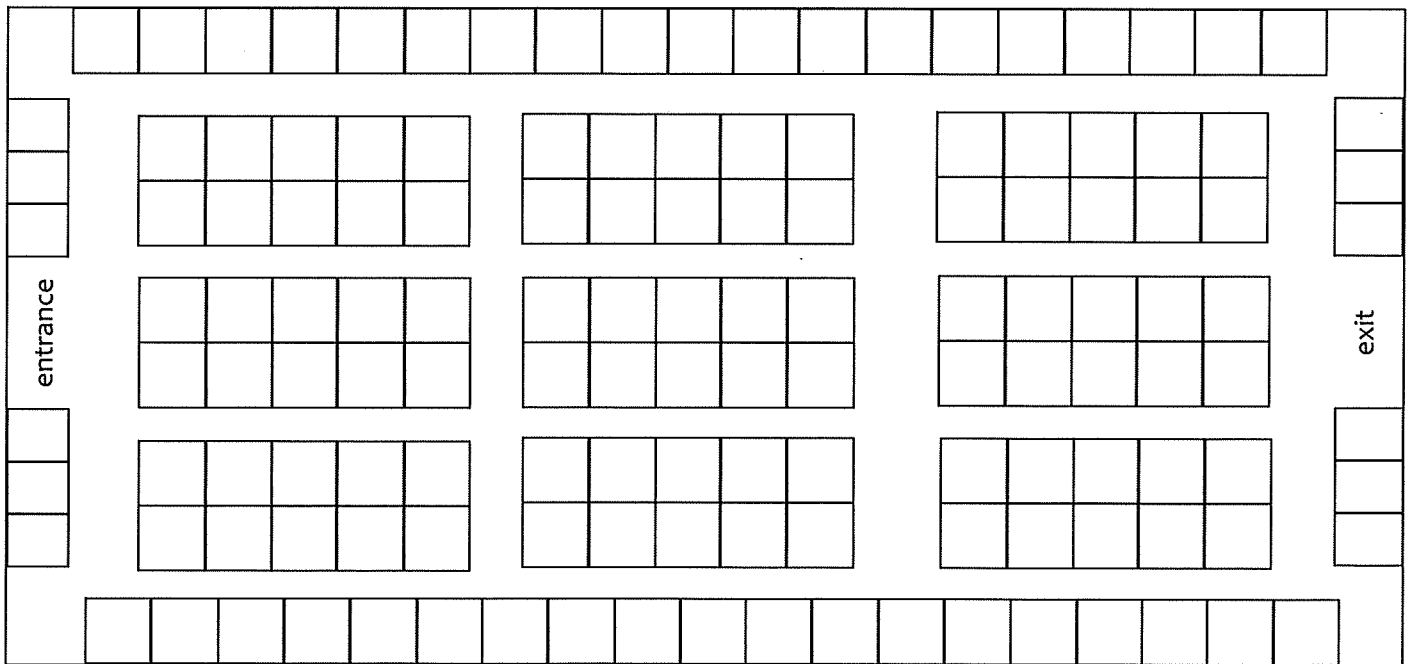
MR. OSCAR A. BAFFOUR	0241818658 (MARKETING MANAGER)
MS SIRINA SEIDU	0244469451 (HIRING & EVENT MANAGER)
MR. TERRY PALM	0555528817 (HIRING & EVENTS OFFICER)
MS IDA BOADU	0201448520 (MARKETING OFFICER)
CEO'S OFFICE	0552474632 0207520473

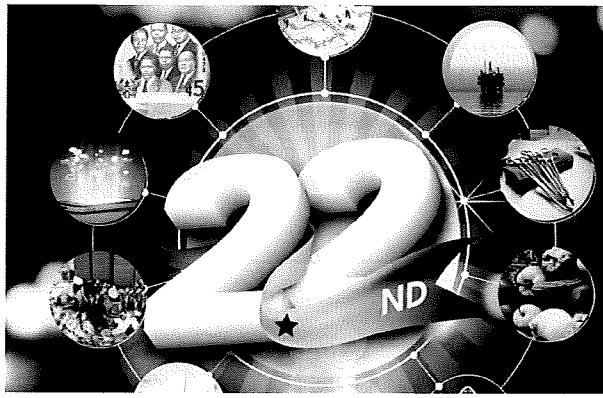
OVERVIEW OF THE PAVILION

LOCAL PAVILION LAYOUT (PAVILION A)



INTERNATIONAL AND ECOWAS PAVILION LAYOUT (PAVILION B)





GHANA INTERNATIONAL TRADE FAIR

28th February - 7th March 2018

PARTICIPATION CONTRACT

Please return complete forms in quadruple to:
 The Exhibition Director
 Ghana Trade Fair Co. Ltd
 P.O.Box Tf 111, Trade Fair Centre, La Accra

TEL: +233 24 181 8658
 Email: ghtradefair@gmail.com

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

WEBSITE: _____

SECTOR: _____

Booth details: Kindly tick your preference

TICK	DESCRIPTION	PAVILION	UNIT US\$	COST US\$
<input type="checkbox"/>	BOOTH 12sqm A table, two chairs, two spot lights, one car pass and three exhibitor passes	A	2,000	
<input type="checkbox"/>		B	2,200	
<input type="checkbox"/>		A Wings	800	
<input type="checkbox"/>		B Wings	800	
<input type="checkbox"/>		MOBILE	2000	
<input type="checkbox"/>		Outdoor	600	
<input type="checkbox"/>				
<input type="checkbox"/>			TOTAL	

I/ We promise to abide by the rules and regulations for participation in the Fair as prescribed in the Participation guide:

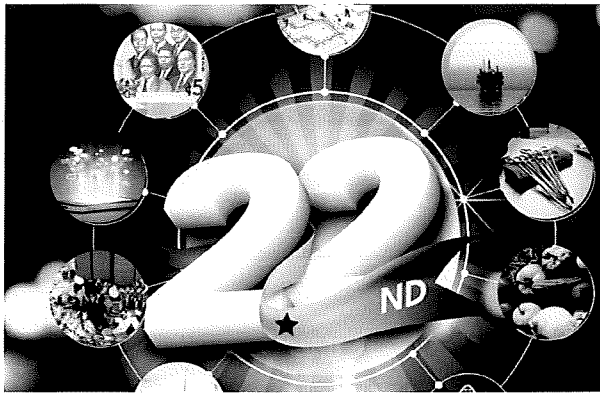
NAME: _____

POSITION: _____ SIGNATURE: _____

OFFICIAL STAMP

ENTRY INTO FORCE

The Contract shall enter into force as soon as it is signed by the parties and payments confirmed.



GHANA INTERNATIONAL TRADE FAIR

28th February - 7th March 2018

INTERNATIONAL PARTICIPATION CONTRACT

Please return complete forms in quadruple to:
 The Exhibition Director
 Ghana Trade Fair Co. Ltd
 P.O.Box Tf 111, Trade Fair Centre, La Accra

TEL: +233 24 181 8658
 Email: ghtradefair@gmail.com

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

WEBSITE: _____

SECTOR: _____

Booth details: Kindly tick your preference

TICK	DESCRIPTION	PAVILION	UNIT US\$	COST US\$
<input type="checkbox"/>	BOOTH 12sqm A table, two chairs, two spot lights, one car pass and three exhibitor passes			
<input type="checkbox"/>		ECOWAS	650	
<input type="checkbox"/>				
<input type="checkbox"/>		FOREIGN	1,400	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>			TOTAL	

I/ We promise to abide by the rules and regulations for participation in the Fair as prescribed in the Participation guide:

NAME: _____

POSITION: _____ SIGNATURE: _____

OFFICIAL STAMP

ENTRY INTO FORCE

The Contract shall enter into force as soon as it is signed by the parties and payments confirmed.



One District One Factory

*DISTRICT INDUSTRIALISATION FOR
JOBS AND WEALTH CREATION*

