



**29 MAY - 01 JUNE  
2025**



**MTC DOME  
SWAKOPMUND  
NAMIBIA**

## REGISTRATION FORM

I am interested in the following events:

☐ Trade Fair ONLY ☐ Conference ONLY

**For office use only:**

INVOICE NO

## EXHIBITION PARTICULARS

1. Company Name Exactly as it should appear on Invoice

2. Contact Person Full Names

3. Tel

Cell

Alt. No




4. Email

5. Country of Origin (Forein Exhibitors Only)

6. Facia Name (How Name should appear on your stand)

7. Give a brief description of your business

## INDOOR STAND RATES

Large Company / Corporate / Government/ SME Booth  
All indoor stalls are calculated at N\$1 111 p/sqm

- ☐ 3m x 3m N\$9 999  
☐ 4m x 3m N\$13 332  
☐ 6m x 3m N\$19 998  
☐ 9m x 3m N\$29 997

## OUTDOOR STAND RATES

- ☐ 3m x 3m N\$3 500  
☐ 6m x 3m N\$6 984  
☐ 9m x 3m N\$10 476  
☐ Other size & additional requirements



IN PARTNERSHIP WITH **MTC DOME NAMIBIA**

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mary@coastaltradefair.com | ziggy@coastaltradefair.com | info@coastaltradefair.com | conference@coastaltradefair.com

**The Exhibition Prices include: 2x Cocktail Event Tickets (Award Ceremony) 2x Parking Tickets, 10x Complimentary Tickets, Exhibitors Tags, 2x Chairs 1x Table. Extra passes to be ordered @N\$200 each per stand.**

**Please take note: CTFC does NOT under any circumstances authorize any of its employees, agents or any representative to receive or accept any payments from clients or make any payments on behalf of clients. All payments must strictly be made by clients either directly into the bank account of Trade Fair whose details will be provided on your Invoice, or make use of the point of sale (swipe machine facilities) at our office in Swakopmund.**

## EXHIBITION CONTRACT

Coastal Trade Fair & Conference 2025 – 29 May 2025 – 01 June 2025, MTC DOME Namibia.

## RULES & REGULATIONS (Important)

Please complete this form and submit it together with the proof of payment to secure your Exhibition stand. All fields must be completed. No Exhibition application will be considered without submission of this form.

### 1. ALLOCATION OF SPACE

1.1 Allocation of space shall be at the discretion of CTFC organizers. In all cases CTFC reserves the right to reject or accept additional applications at any time. CTFC and its designated agents reserve the right to alter or add to the Terms & Conditions given by the owner of the Trade Fair site and generally for the efficient running of the Trade Fair.

1.2 A cost adjustment, will be made to any Exhibitor in the event of any reduction of their display space.

1.3 Exhibitors will not be permitted to sublet the space allotted to them, or any portion thereof. The Exhibitor will not use space for any other purpose than that indicated in this agreement, any breach of this clause will mean forfeiture of space allocated and no- refund of fees paid.

1.4 If an Exhibitor fail to occupy a space allotted to them by 22h00pm on 28 May 2025, CTFC will assume that the Exhibitor has decided not to attend and the space will be allocated to another client. No refund or payment will be made to the Exhibitor.

### 2. PAYMENT OF EXHIBITION FEE

2.1 Signed Exhibitor contract should be submitted along with proof of full payment, to CTFC to guarantee space on or before 25 May 2025. If the Exhibitor cancels 5 days before the Trade Fair CTFC will cancel the contract and Exhibitor will forfeit payment.

2.2 Exhibitor shall be fully responsible to pay for any and all damages to property owned by The MTC Dome Namibia, its owners and managers, resulting from any act or omission of Vendor cancellation: The authorization of the application space of an Exhibition space is a legal binding agreement and cannot be cancelled after approval of CTFC without the written agreement with CTFC organizers.

### 3. INSURANCE

3.1 Vendor is responsible for own insurance for theft, Vandalism and etc.

### 4. OPERATING TIMES

4.1 Hours of operation will be from 10h00am till 22h00pm, Monday till Thursday and 10h00am till 23h00pm, Friday & Saturday. All booth must be open by opening times, and remain open until closing times every day regardless of the weather conditions and attendance unless permission is obtained from the CTFC Organizers.

### 5. INSTALLATION AND REMOVAL OF EXHIBIT

5.1 Exhibitors will be allowed 2 days prior to the trade fair opening to set up between the hours of 10h00am -22h00pm. All Exhibits must be completed and approved by or before 22h00pm, 28 May 2025. All space not occupied at the time will revert to CTFC and all payment will be forfeited.

Under no circumstances will goods and or / equipment be permitted to move out before the closing hour of the Trade Fair on the last day. (01 June 2025) CTFC will remove all material not removed by 12h00pm, on Monday, 02 June 2025 following the official closing of the Trade Fair and shall not be held liable for any loss of such materials. Should any cases or questions arise, not expressly provided for in these rules and regulations, the decision of management shall have the same force and effect as if it had been made one of these Rules and Regulations.

### 6. Terms & Conditions of Cancellation

Cancellation of stand should be submitted in writing 25% cancellation fee on all bookings, to be submitted 2 weeks prior to event taking place. Refunds shall only be paid at the end of Trade Fair (After 15 June 2025) No refund shall be paid if the refund is not claimed by 30 July the same year.

***The Submission of the application form does not guarantee the applicant a booth/stall/ stand. The deadline of payments for exhibition stands 30 April 2025. Booking shall only be confirmed once full payment has been received.***

With the submission of this registration form, our General Terms and Conditions (CTFC) and house rules are deemed to have been accepted. A penalty for breach of contract will be charged if the stand is dismantled before the end of the fair. CTFC has been agreed by both parties as the place of jurisdiction. Namibian law is applicable. This registration is an offer for the conclusion of a rental contract with CTFC. In conformity with the General Terms & Conditions of CTFC, a contract is concluded with the confirmation of your registration.



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## 7. IDEMNIFICATION

Exhibitors / Participants hereby indemnify CTFC and its employees and or Authorized Agencies /Representatives of any injury or damage to any persons or the property of the said Exhibitor occurring in the same structure/venue or to the approaches and entrances.

**By Signing this form, I/We confirm that the Rules and Regulations have been understood and we are bound by the Terms & Conditions of participating in this event.**

Company Name

Physical Address

Country (For Foreign Exhibitors)

Full Names of Authorized Representative

Position in Company

Email

Mobile Number

Date

Signature

DD / MM / YEAR

## BANK DETAILS

**BANK NAME**

First National Bank Namibia

**ACCOUNT NAME**

Coastal Trade Fair

**ACCOUNT NUMBER**

64286487177

**SWIFT CODE**

FIRNNANX

**BRANCH CODE**

280-172

**ACCOUNT TYPE**

Cheque



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