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***Incorporating A’Sambeni, Pakprint, Scholastica, Ultim8 Home***

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**e-mail Bookings:** zitf@zitf.co.zw/coordinator2@zitf.co.zw - **Website:** <http://www.zitf.>co.zw



***EXPRESSION OF INTEREST – FOREIGN EXHIBITORS***

**A. ALL EXHIBITORS PLEASE COMPLETE *ALL* THE FOLLOWING DETAILS (MANDATORY):**

|  |
| --- |
| Company Name: *\**       VAT REGISTRATION NUMBER:       BP No.       Govt Vendor no.       Purchase Order        |
| [ ] Dealer/Wholesaler  | [ ] Manufacturer  | [ ]  NGO | [ ]  Service Co. | [ ]  Government | [ ]  Local Gov. | [ ]  Parastatal [ ]  SME | *[ ]* Other:       |
| **Chief Executive:** Dr**/**Mr/Mrs/Miss/Ms\*       | **First Name**:       | **Surname**:        |
| **Position:**       |
| **Contact person**:Mr/Mrs/Miss/Ms\*       | **First Name**:       | **Surname**:       |
| **Position:**       |
| **Street address**:      | **City:**      | **Postal code:**      *Foreign only.* |
| **Province:**      *Foreign only.* | **Country:** *Foreign only.* |
| **Postal address:**  | **City:**      | **Postal code:**      *Foreign only.* |
| **Telephone:**     -     -       Country Area Subscriber | **Mobile:**    -     -       Country Provider Subscriber | **Fax :**     -     -       Country Area Subscriber |
| **Email of stand organiser:**        | **Website**: http:// | **Skype:**       |
| **Origin of products:**       |
| I/We agree that ZITF may supply this information to**: *service providers* [ ]  *press* [ ]  *buyers* [ ]  *nobody*** **[ ]** before ZITF 2024(tick approved groups**).** *By signing this Stand Booking Form/Contract I accept the Rules and Regulations relating to the hire of sites and consider this document legally binding.* |
| **Signature**  | **Print Name**  | **Date:**  |

**B. *I/WE CHOOSE THE FOLLOWING PRICE CATEGORY (MANDATORY)***

|  |  |
| --- | --- |
| **1. Charge Per Square Metre – HALL space – minimum 9m2** | 1. **2. Charge Per Square Metre**

**– EXTERNAL space – min. 25m2** |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| **Stand size** | **m2 rate: *basic:******space only* excl.****15% VAT** | **m2 rate: *basic +modular stand*****excl. 15% VAT** | **m2 *rate: basic +******modular stand +******furniture* excl. 15% VAT** | **Stand size** | **m2 rate excl. 15%VAT** | **Dimensions****requested** |
| **9 - 36 m2** | **US$115** | **[ ]**  | **US$152** | **[ ]**  | **US$163** | **[ ]**  | **25 - 100 m2** | **US$55** | **[ ]**  | **m x     m** |
| **37 - 100 m2** | **US$112** | **[ ]**  | **US$145** | **[ ]**  | **US$155** | **[ ]**  | **101 - 200 m2** | **US$52** | **[ ]**  | **m x     m** |
| **101 - 200 m2** | **US$108** | **[ ]**  | **US$140** | **[ ]**  | **US$151** | **[ ]**  | **201 - 300 m2** | **US$50** | **[ ]**  | **m x     m** |
| **201 - 400 m2** | **US$105** | **[ ]**  | **US$137** | **[ ]**  | **US$147** | **[ ]**  | **301 - 400 m2** | **US$49** | **[ ]**  | **m x     m** |
| **401 m2 and above** | **US$100** | **[ ]**  | **US$133** | **[ ]**  | **US$143** | **[ ]**  | **401 m2 and above** | **US$48** | **[ ]**  | **m x     m** |
| ***C. I/WE CHOOSE THE FOLLOWING STAND SIZE (MANDATORY)***  |
| Available Stand Sizes in HALLS |
| **3 x 3** | **6 x 3** | **9 x 3** | **12 x 3** | **18 x 3** | **6 x 6** | **9 x 6** | **12 x 6** | **Custom size (if available): min. 3m x 3m =9m2:** **m x****m** |
| **9m2** **[ ]**  | **18m2** **[ ]**  | **27m2** **[ ]**  | **36m2** **[ ]**  | **54m2** **[ ]**  | **36m2** **[ ]**  | **54m2** **[ ]**  | **72m2** **[ ]**  |

***D. I/WE CHOOSE THE FOLLOWING STAND POSITION (OPTIONAL)***

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| ***Guaranteed* Stand Position – if available – in HALLS** |
|  |  |  |  |  |  |
| **B** | **A** | **C** |  | **D** |  | **A = row stand: 1 side open = basic** **[ ]**  | **C = end stand: 3 sides open = basic + 7.5%** **[ ]**  **(min. area - 6m x 6 =-36m2)** |
| **B** | **A** |  |  | **B = corner: 2 sides open = basic + 5%** **[ ]**  | **D = island stand: 4 sides open = basic + 10%** **[ ]**  **(min. area - 6m x 6m =-36m2)** |

Solid lines = panels - Dotted lines = open Above placings and charges will apply **only** if the exhibitor specifically **requests** a guaranteed position.

***E. I/We understand that ZITF Management reserves the right to place my/our exhibit in the appropriate product*** *grouping and*

*that no sales are allowed from any of the stands****.* PLEASE TICK THE APPROPRIATE PRODUCT GROUP (MANDATORY**)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **ASAMBENI (Business Tourism)** | **[ ]**  | **16** | **Clothing, Textiles, Haberdashery, Upholstery, Production Machinery & Eq** | **[ ]**  | **31** | **Health: Services, Non-Pharmaceutical Products, Medical Aid Societies** | **[ ]**  |
| **2** | **PAKPRINT (Printing, Publishing & Stationery, Packaging, Labelling, Bottling)** | **[ ]**  | **17** | **ICT, Office Equipment, Audio-Visual Eq, Hi-Tech, Telecommunications** | **[ ]**  | **32** | **Hydraulics and Lifting Equipment** | **[ ]**  |
| **3** | **SCHOLASTICA (Education, Training, Consultancy)** | **[ ]**  | **18** | **Consumer Goods, Gift items, Jewellery, Accessories** | **[ ]**  | **33** | **Industrial chemicals, Cleaning Materials & Equipment** | **[ ]**  |
| **4** | **ULTIM8 HOME (Building, Construction, Hardware, Interior Decorating)** | **[ ]**  | **19** | **Cosmetics, Toiletries, Hairdressing** | **[ ]**  | **34** | **Instrumentation** | **[ ]**  |
| **20** | **Distributors and Wholesalers** | **[ ]**  | **35** | **Light and Heavy Engineering, Tools** | **[ ]**  |
| **5** | **Advertising, Graphic Arts, Industrial Design** | **[ ]**  | **21** | **Ecology, Conservation and Greening: Waste Mgmnt, Rehabilitation, Recycling** | **[ ]**  | **36** | **Media** | **[ ]**  |
| **6** | **Agricultural produce, Arboriculture, Horticulture, Fisheries** | **[ ]**  | **22** | **Electrical Engineering, Household Equipment** | **[ ]**  | **37** | **Mining, Mineral Processing, Geology** | **[ ]**  |
| **7** | **Agricultural & Irrigation Equipment, Water Engineering** | **[ ]**  | **23** | **Electronics not covered in 17** | **[ ]**  | **38** | **Pharmaceuticals, Medical, Laboratory & Scientific Products, Instruments/Eq** | **[ ]**  |
| **8** | **Arts & Crafts** | **[ ]**  | **24** | **Energy (Electric, Hydro, Solar Thermal, Wind)** | **[ ]**  | **39** | **Plastics, Rubber** | **[ ]**  |
| **9** | **Automation** | **[ ]**  | **25** | **Event Management: Exhibitions, Conferences, Congresses, Meetings** | **[ ]**  | **40** | **Pneumatic Equipment** | **[ ]**  |
| **10** | **Automotive, Garage Equipment** | **[ ]**  |
| **11** | **Business Services: Management (Business, Property), Clearing & Forwarding, Courier, Consultancy, Insurance, Sub-contracting.** | **[ ]**  | **26** | **Finance: Banking, Franchising, Investment, Securities** | **[ ]**  | **41** | **Public Services (Govt): Administration, Culture, Health, Conservation, Education & Training, Medical** | **[ ]**  |
| **12** | **Chemicals, Pharmaceuticals** | **[ ]**  | **27** | **Food, Food Processing, Beverages, Catering and Equipment** | **[ ]**  | **42** | **Refrigeration, Air-conditioning, Heating** | **[ ]**  |
| **13** | **Children’s Goods** | **[ ]**  | **28** | **Footwear, Leather Goods** | **[ ]**  | **43** | **Religious, Social Organisations, Services** | **[ ]**  |
| **14** | **Civic Representation (Local Government)** | **[ ]**  | **29** | **Furniture, Wood Products** | **[ ]**  | **44** | **Security: Manpower, Systems, Products** | **[ ]**  |
| **15** | **Civil Engineering and Construction not covered in 4** | **[ ]**  | **30** | **Glassware, Porcelain, Crockery** | **[ ]**  | **45** | **Transport: Aviation, Boating, Bicycles, Motorcycles, Rail, Vehicles not covered in 10** | **[ ]**  |
| **FOR ZITF OFFICE USE ONLY** | **REG** | **INV** | **CAT** | **APPR** |

**See below for payment arrangements and timelines applicable during ZITF 2024.**

***F. STAND DESCRIPTION***

***Basic stand:*** space only with one 15 amp power outlet (both in Halls and on External space)

 ***Modular stands:*** constructed of 2.5m high white panels, carpet tiles, 1 x blue fascia with name and stand number in white vinyl;

(in Halls only) 150W spotlights (minimum 2) and 1 x 15 amp power socket. Furniture in 4. consists of 2 chairs and 1 round table.

All exhibitors who book space of 18m2 or less in halls shall use the modular stand as in column 3 in the table above.

 ***External stands:*** May be on grass, gravel, paving, concrete. Supplied with 1 x 15amp power outlet.

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| ***G. BOOKING GUIDELINES*** |
| **Steps to follow:** |
| 1. **Decide on amount of space required (Items 1. or 2.)**
 |
| 1. **Decide on dimensions (Item 3.)**
 |
| 1. **Decide on stand position (Item 4.)**
 |
| 1. **Complete Expression of Interest (separate page)**
 |
| 1. **Pay at least 50% deposit into ZITF account as in Item 6 to secure the booking.**
 |
| 1. **Scan & email Proof of Payment stamped by the bank to** **zitf@zitf.co.zw**or f**ax to (+263 9 884921, with clear depositor details)**
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| 1. ***PLACEMENT OF PRODUCT GROUPS IN HALLS (PROVISIONAL)***
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| **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, Pharmaceutical*s, *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.*  |

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| 1. ***PAYMENT INSTRUCTIONS***
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| **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** |
|  |  |  |
| 1. **PLEASE NOTE**
2. *Until 15 February 2024* **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 2024 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.**1. **The remainder of the rental shall be paid by 31 March 2024. 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.**
2. **All unpaid or partially paid rentals will increase by 20% on 31 March 2024.**
 |

**ZITF is affiliated to**

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**See Section B above for stand size and placement choices applicable during ZITF 2024.**

***Rev 1 Rev Date: 1 Nov 2023 Effect Date: 1 Novc 2023***