



UGANDA CONVENTION-UK

EXHIBITORS MANUAL INCLUDING RULES AND REGULATIONS GUIDELINES FOR EXHIBITORS



7TH UGANDA **INVESTMENT** CONVENTION **2017**

Theme: "Partnering for Wealth Creation". ?

Date: 16th Sept 2017

Venue: Troxy, 490 Commercial Rd,
E1 0HX London UK

Time: 9.00am to 7pm

Venue: TROXY,
490 COMMERCIAL RD,
E1 0HX LONDON UK

ORGANISED BY



1. Accommodation

The nearest hotel, the Holiday Inn Express at Limehouse, is just 300 metres away and has secure parking. We recommend booking in advance at justpark.com. You can take a chance and turn up on the day but you're not guaranteed a space that way.

2. Admission

Admission to the exhibition is free.

3. Badges

Each stand is also allotted five official exhibition badges, which must be worn during exhibition times, please collect your badges on the day of set up from the Exhibition Co-ordinators' desk.

4. Cancellation of the Exhibition

If, for any unforeseen circumstance, the exhibition cannot take place, the stand reservations will be cancelled. No refund is allowed as the Convention would have committed overheads.

5. Character of Exhibits

- A. All Exhibitors must conform to the Fire, Health & Safety regulations (see Appendices 2 and 3).
- B. The Organisers reserve the right to prohibit the exhibition of any exhibit or part thereof, which, in the opinion of the Organisers, does not accord with the spirit, and nature of the exhibition; is otherwise unsuitable; or, is calculated unfairly to prejudice any other Exhibitor. This may apply to the actual exhibits, signs, and printed matter or to persons and their conduct.
- C. It is necessary that any advertising matter displayed should conform to all legal requirements. It is every Exhibitor's responsibility to make certain that their company's materials do not infringe these. The Organisers reserve the right to require the removal of material that appears to infringe these requirements.

The Organisers will be pleased to discuss areas of possible difficulty arising from B. and C. above, in advance of the exhibition. Contact the Exhibition Co-ordinator.

6. Cleaning

The exhibition area is thoroughly cleaned before the exhibition opens, and cleaners are on stand-by throughout the opening times. The cleanliness of every stand is the responsibility of Exhibitors. This is of utmost importance. The Organisers will not hesitate to enforce cleanliness of the exhibition area if and when necessary.

7. Contractors Liquidations

The Organisers cannot accept any responsibility or entertain any claims in the event that any official contractor goes into liquidation and cannot complete the contracted work.

8. Deliveries

The Organisers or staffs are unable to accept delivery on behalf of Exhibitors.

9. Dilapidation

Exhibitors are advised that no fixings can be made to any part of the premises except with the special permission of the Organisers. Any damage to walls, columns, fixtures, and fittings or other parts of the premises will be required to be made good at the Exhibitor's expense. Similarly, any damage to the shell will be made good at the Exhibitor's expense.

10. Disputes

In all matters affecting any or all the rules, regulations and conditions, the decision of the Organisers is final.

11. Electricity and Lighting

Contact the organiser if power is needed at your stall

12. Exhibition Times

The exhibition will be open from **9:00am** until **6.30pm** throughout the conference period.

13. Floor Plan

A copy of the Exhibition Floor Plan can be found in Appendix 4. It shows the current floor plan at the time of going to print. The floor plan is subject to change as and when stand applications are made for extra units that would require possible dimensional changes. However, the overall configuration of stands and aisles is unlikely to be significantly altered.

17. Furniture

A table, 2 chairs and cloth will be provided to exhibitor.

18. Good Neighbours

At all times, Exhibitors will be expected to be "good neighbours." Display material should be kept, if possible, within the confines of the stand. If it does protrude so that it is visible from your neighbours' stand, please ensure that it is not unsightly or in any way disadvantageous to the aspect of your neighbour's stand.

"Working the aisles" should not be conducted in such a manner that adversely affects other Exhibitors.

Any unreasonable behaviour should be reported to the Organisers.

19. Health and Safety

All Exhibitors must comply with the Health and Safety at Work Act 1974.

20. Insurance

Exhibitors are advised to take out individual liability insurance. You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you should protect your expenditure against abandonment, cancellation, or curtailment of the event due to reasons beyond our control.

The application to exhibit is taken as confirmation that the Exhibitor agrees and undertakes to insure his stand and its contents and any ancillary display in the full replacement value and to insure fully against Public Liability to the value of at least £500,000.00

21. Leaflet Distribution

Leaflet distribution or similar promotional activities are not allowed outside the exhibition halls. The Organisers are pleased to see 'novelties' in the exhibition area but all promotional activity should be confined to the general proximity of Exhibitor's stands.

23. Loading and unloading

Exhibitors and their contractors must accept that delays can occur when they arrive at the venue to unload their fittings, furniture and products, and again, when they are loading these items after the exhibition has finished. The Organisers cannot entertain any claims associated with such delays.

24. Travel and Location Map

A location map showing directions to Troxy, 490 Commercial Rd, E1 0HX London UK in Appendix 5.

By Rail

Troxy is located within a three-minute walk of Limehouse Station which operates the DLR and C2C train networks. When using the DLR, alight at Limehouse Bekesbourne Street exit and follow the sign.

DLR trains to Limehouse from central London are accessible from Bank (Central/Circle/Northern & Waterloo & City Lines) and Tower Hill (Circle/District Lines) and are two stops (6 minutes) from either station.

C2C operates trains from Fenchurch Street through Limehouse and into Essex.

Please check TFL for time tables.

By Bus

The following buses serve Troxy or the local area:

- 15 – Trafalgar Square to Blackwall Station
- 115 – Aldgate to East Ham
- 135 – Old Street to Crossharbour
- D3 – Bethnal Green – Cross Harbour
- N15 – Trafalgar Square to Romford
- N550 – Trafalgar Square to Canning Town
- N551 – Trafalgar Square to Gallions Reach

By Car

Troxy does not have any parking spaces, and customers are requested not to use local area resident parking. It is possible to drop off to the side of the venue on Caroline Street.

The Holiday Inn Express at Limehouse offers limited secure parking and is a two-minute walk from Troxy.

Guests who wish to book a space must book via Justpark.com. The cost is £12.50 per day, which they will pay via the website and not at the hotel. Guests who turn up will only be given spaces if they are available.

Parking

The nearest 24-hour car park is Indigo Park Services located next to Cineworld at West India Quay and accommodates 558 cars. The car park is open 24 hours. Prices start from £5.00 for 2 hours. From Indigo Park Services, local taxis are available as well as the DLR West India Quay. Please note this car park is cashless and payments must be made by credit or debit card.

PLEASE NOTE: PARKING ATTENDANTS PATROL THE AREA; ILLEGALLY PARKED CARS ARE LIABLE TO BE TICKETED, CLAMPED OR TOWED.

25. Manning of Stand(s)

Each Exhibitor is required to maintain and "man" his stand throughout the opening times on each day of the exhibition.

26. Exhibition Co-ordinator

The Exhibition Co-ordinators are always present on the exhibition floor. All enquiries from Exhibitors should be routed to them via the Exhibitors Co-ordinators Desk.

28. Public Address System

The use of the public address system in the exhibition hall is at the discretion of the Convention.

29. Security and Bomb Alerts

Security staff will be provided in the exhibition area throughout the access times, and additionally in the entrance foyer during the open days. There is 24-hour security throughout the tenancy.

Stand Security

While every effort is made to safeguard each stand, please note the following suggestions:

- Do not leave coats, handbags, valuables, etc., in unlocked drawers or cupboards on your stand.
- Never leave handbags on display or wallets in coats unattended.
- Do not leave valuable portable items on your stand during the build and breakdown periods of an exhibition.
- Do not rely on your neighbours to "keep an eye" on your stand. If they become busy, you could be the loser.
- Never leave your stand unattended.
- Try to avoid leaving just one person alone on your stand, particularly during busy periods.
- Never leave a visitor alone on your stand.
- Do not leave your stand at night before visitors are clear of the conference.
- Check all lockable units before you leave your stand.
- Do try to lock away anything of value each evening before you leave or if it is possible, please take it with you.
- Please report anything of a suspicious nature either to the Security or the Organiser's office immediately.
- Any Exhibitor with valuables on the stand is advised to have a lockable steel cabinets or some other safe storage.
- Do try to ensure that one person remains on the stand when breaking down, at the end of the event.

Bomb Alert: General Precautions

- All exhibitors are requested to keep their personal effects such as briefcases, and handbags out of general view.
- Do not leave bags, etc. unattended.
- Do not look after bags etc. for strangers.
- Be on the lookout, reporting anything suspicious to the Organiser's Office or to the Security.

30. Smoking

Troxy operates a "**NO SMOKING**" policy throughout the premises.

31. Sound Equipment

Exhibitors using sound equipment videos, record or audiocassette players, etc., must ensure that the sound is always kept to a volume that does not cause disturbance to adjacent Exhibitors. In case of dispute, the Organiser's decision is final. The Organisers reserve the right to close down noise makers.

32. Sublets

Exhibitors are not allowed to sublet space allocated to them or permit any space to be utilised by other persons without the written consent of the Organisers.

37. Telephones Enquiry

Please contact the Events Departments on **+44(0)2072377317** if you require any

38. Unauthorised Selling

Apart from registered Exhibitors, it is not permitted for anyone to sell or take orders in the exhibition at any time. The Organisers are vigilant in enforcing this regulation. Should anyone suspect this is going on, please inform the Organisers immediately.

No flier posting or distribution is allowed, except for those who are exhibiting; and, only within the boundaries of their stand area, without causing a nuisance to other exhibitors.

39. Set up and Breakdown

Set up commences at **07:00 hours** on **Saturday 10 Sept 2016** and ends at 08:30 hours on that same day. This period is only for the set up.

Breakdown commences at **18:30 hours**. Exhibitors who leave any of their products or belongings after the end of the breakdown time, do so at their own risk.

**APPENDIX 1
HOTEL INFORMATION SHEET**

HOTELS CLOSE TO TROXY

Troxy is pleased to work in conjunction with LateRooms and HotelMap for online best rate hotel reservations. Please visit [LateRooms](#) or [HotelMap](#) to access the reservation page.

If you would prefer to book direct with hotels in the local area, please find the details below, listed by distance (nearest first) (Please note other hotels are available in the surrounding area).

1. **Marlin Apartments** Tel: 0207 378 4840
Distance from Troxy – 0.05 miles | 1 minute | 4 Star
2. **The Royal Foundation of St Katherine** Tel: 0300 111 1147
Distance from Troxy – 0.05miles | 1 minute
3. **Express by Holiday Inn – Limehouse** Tel: 0870 400 7203
Distance from Troxy – 0.22miles | 1 minute | 3 Star
4. **Holiday Inn – Commercial Road** Tel: 0207 791 9010
Distance from Troxy – 0.7 miles | 3 minutes | 4 Star+
For 10% discount when booking, follow THIS LINK
5. **Marriott – West India Quay, Docklands** Tel: 0207 093 1000
Distance from Troxy – 1.2 miles | 3 minutes | 5 Star
6. **Four Seasons – Westferry Circus, Docklands** Tel: 0207 510 1999
Distance from Troxy – 1.2 miles | 5-7 minutes | 4 Star
7. **Town Hall and Apartments – Bethnal Green** Tel: 0207 871 0460
Distance from Troxy – 1.7 miles | 9 minutes | 5 Star
10% discount available if you mention Troxy when booking.
8. **Guoman Hotel (Thistle) – Tower Bridge** Tel: 0871 376 9036
Distance from Troxy – 1.90 miles | 4-5 minutes | 4 Star
9. **Novotel – Tower Bridge** Tel: 020 7265 6000
Distance from Troxy – 1.90 miles | 4-5 minutes | 4 Star
10. **Hilton – Canary Wharf** Tel: 0203 002 2300
Distance from Troxy – 1.90 miles | 8 minutes | 4 Star
10% discount on best available rate if you click this link
11. **Travelodge – Docklands** Tel: 0871 984 6192
Distance from Troxy – 1.95 miles | 4-5 minutes | 3 Star
12. **Crown Plaza – ExCeL, Docklands** Tel: 0870 990 9692
Distance from Troxy – 2.94 miles | 6-7 minutes | 4 Star Deluxe
13. **Ibis – ExCeL** Tel: 0207 055 2310
Distance from Troxy – 3.07 miles | 6-8 minutes | 3 Star

APPENDIX 4
EXHIBITION FLOOR PLAN

