

Exhibitor Manual

8th SADC Groundwater Conference

Theme: Shared Aquifers, Equal Voices: Accelerating Groundwater Resilience for a Water-Secure Future

Date: 18 - 20 November 2026

Location: Four Seasons Hotel Dar Es Salaam,
Tanzania



INTRODUCTION

This manual provides essential information for our exhibitors about the 8th SADC Groundwater Conference Exhibition Centre. To ensure a smooth and successful exhibiting experience, please review this manual carefully and familiarize yourself with the necessary exhibition guidelines and protocols, including important dates.


IMPORTANT DATES TO REMEMBER

18 Sept 2026		Deadline to submit the exhibition booking form.
30 Oct 2026		Payment deadline to confirm exhibition space.
17 Nov 2026	2 pm to 7 pm	Registration at the venue opens for exhibitors and other delegates
20 Nov 2026	2 pm – 3 pm	All display material must be removed from the booths and display panels.
20 Nov 2026	3 pm	Strike down of the booths commences

EXHIBITION OPTIONS

For the exhibition space, conference organizers will provide equally sized booths for every exhibitor. The size of the booths will be (3m x 2m), The unbranded booth looks like the image below. Exhibitors may brand their booths as long as the branding does not damage the panels.





Company Name

THE EXHIBITOR PACKAGE INCLUDES THE FOLLOWING:

- 3M X 2M Booth
- Fascia Name – Black lettering.
- 1 x Spot lights and 1 x Plug point.
- 2 chairs and 1 table
- TV Screen
- One delegate registration
- Daily cleaning service and general venue security.
- The conference program will include the exhibiting organization's logo and brief profile (not more than 100 words).
- All tea and coffee sessions will take place in the exhibition venue to encourage delegates to visit the exhibition each day.
- Cocktail/Welcoming Function, Wednesday, 18 November evening,
- Gala Dinner, Thursday, 19 November
- Tea/Coffee sessions and lunch for the duration of the conference.

Exclusions:

- Multiplugs and extension cords
- Branding: Pull Up and Wall banners and other branding materials
- Additional decoration material
- Double-sided tape to attach promotional material to the display boards



BOOTH COST AND EXHIBITOR STAFF PASS

Each booth costs **\$1500**. This price includes registration of one delegate to man the booth for the duration of the conference. Additional delegates to man the booth will register at a standard registration fee of **\$250** (early birds) or **\$300** for late registration.

EXHIBITION CONTRACTOR

We will appoint the service provider to build all booths. The service provider will also assist exhibitors with additional services, including furniture hire, Plant hire, Portable display systems, stand installation, Frames, and shelving. Details of the service provider will be provided as soon as the service provider has been procured.

Please be aware that the 3m x 2m booth package includes only the items specifically listed above. This package is designed to provide the essentials needed for your exhibition space, all additional services and items requested beyond what is included in the standard booth package will incur extra charges. The service provider will itemize these charges and invoice you directly.

PLEASE NOTE THAT NO CHANGE MAY BE MADE TO THE ACTUAL BOOTH WITHOUT CONSULTING THE ORGANIZERS.

EXHIBITION OPEN TIMES

The exhibition centre will be open for delegates viewing at the following times:

- Tues: 4:30 pm to 7 pm
- Wednesday: 8 am to 5 pm
- Thursday 8 am to 5 pm
- Friday, 8 am to 1 pm

CONFERENCE VENUE CENTRE EXHIBITION REGULATIONS

- Maximum height of stand: 3M X 2M
- No hot works to take place in the exhibition room
- No electrical sawing or grinding to take place in the exhibition room



DISPLAY MATERIAL

No display material may be attached to or placed against the venue walls. All exhibition items must be free-standing and may not be supported by the venue walls.

Exhibitors may use freestanding banners and posters that can be attached directly to the booth walls on their stands. The posters to be attached to the panels must be made of lightweight material/paper and can be attached to the panels using double-sided tape. The exhibitor must supply their tape. These posters must have a portrait layout (max length 2.5 m x max width 90 cm).

Booths must be kept clean at all times. Arrangements must be made beforehand with the hotel to store large boxes before the conference. SADC-GMI will provide the details of the conference venue. The organizer reserves the right to request the exhibitor to remove their display if they do not comply with the conference and venue's regulations and terms and conditions.

ACTIVITIES AT THE EXHIBITS

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The Organising Committee and the organizer cannot be held responsible for loss or damage to exhibitor property.

- Exhibitors will be responsible for the security of their booth during the Conference.
- In their interest, exhibitors should arrange for representatives of their organizations to be present at the booth during the entire Conference, particularly during breaks.

ELECTRICITY SUPPLY AND INSTALLATION

The appointed service provider holds the exclusive role of the conference's official exhibition contractor and certified electrician. Working closely with the hotel/venue personnel, the service provider is the sole entity authorized to perform any electrical work and installations within the exhibition space. We encourage you to contact the event organizers promptly if you encounter any electrical issues or require additional power supply during the setup process or throughout the event. This will ensure that the designated electrician is dispatched to address your needs efficiently.

Exhibitor Booths: If you have additional electrical requirements beyond what is included in your booth rental, please contact the Conference Organizers to make arrangements before the conference.



CLEANING

The cleaning staff will ensure that the exhibition space is cleaned each day and assist in keeping it clean at all times.

LIABILITY

The Sponsors and Organizers shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, his employees, servants, customers, clients, or visitors, or to any of his property, because of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organizer or any other person whomsoever

FOR MORE INFORMATION, PLEASE CONTACT THE ORGANIZERS:

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