



**EAST AFRICAN COMMUNITY**

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**JOINT EAC HEADS OF STATE RETREAT ON INFRASTRUCTURE AND  
HEALTH FINANCING AND DEVELOPMENT**

**INCORPORATING SEPARATE INFRASTRUCTURE AND HEALTH SECTOR  
INVESTORS AND DONORS ROUNDTABLE AND INTERNATIONAL  
EXHIBITION**

**21<sup>ST</sup> TO 22<sup>ND</sup> FEBRUARY 2018**

**SPEKE RESORT MUNYONYO**

**KAMPALA, UGANDA**

**EXHIBITION GUIDELINES**



## 1. Introduction

The East African Community (EAC) Secretariat in collaboration with Partner States and leading international and regional Partners plans to convene a Joint EAC Heads of State Retreat on Infrastructure and Health Financing and Development at the **Speke Resort Munyonyo** in Kampala, Uganda on 22<sup>nd</sup> February 2018. The event will be preceded by separate infrastructure and health sector investors' and development partners/donor's roundtable on 21<sup>st</sup> February 2018, and a joint international infrastructure and health exhibitions on both days. The event is being convened under the theme, "**Deepening and Widening Regional Integration through Infrastructure and Health Sector Development in the EAC Partner States**". The event will be graced by the EAC Heads of State and attended by about 1,000 high-level guests including Ministers, Permanent/Principal Secretaries and Senior Officials from Partner States and representatives from the African Union, Regional Economic Communities, UN Agencies, multi-lateral and bi-lateral development partners, international financing institutions, civil society, and private sector.

## 2. Participation

We encourage international, regional, national infrastructure and health sector players to participate in the exhibitions. These include but are not limited to: pharmaceutical and medical technologies manufactures and dealers, health insurance companies, regional centres of excellence for healthcare, network of reference laboratories, local traditional/alternative medicine producers, infrastructure, ports, railways, airlines, oil and gas contractors, investment banks, telecommunication companies, civil society organizations, community based organizations, private sector, academic and research institutions and government Ministries, Departments and Agencies.

## 3. Exhibition packages: categories, exhibition fees and services

The exhibitions shall be categorized as Platinum, Gold and Silver. Registration fees for the respective categories are:

- Platinum = **US\$ 3,000 for 2 days**
- Gold = **US\$ 2,000 for 2 days**
- Silver = **US\$ 1,000 for 2 days**

**Platinum category** will have a total of 10 booths (measuring **9 X 3 meters**)

**Gold category** will have a total of 15 booths (measuring **6 X 3 meters**)

**Silver category** will have a total of 25 booths (measuring **3 X 3 meters**)

The number of booths allocated for each category shall be shared among the infrastructure and health sector at a ratio of 1:1.

Registration and payments should be made through the following bank account by 12<sup>th</sup> February 2018:

**Account number:** 8003439;

**Name:** EAC General Support Project

**Currency:** US Dollars;

**Type:** Current Account

**Beneficiary Bank**

Barclays Bank (T) Ltd

Po Box 14652, Arusha Tanzania

Swift code: BARCTZTZ

**(Correspondent name: Barclays Bank New York; Correspondent Swift Code: BARCUS33; Correspondent Account Number: 050-03848-6)**

Exhibition space and facilities will be provided to exhibitors on a first come-first serve basis. The range of services provided for the various categories is shown in the chart hereunder:

### **A. Platinum Exhibitor**

- ❖ Will be provided with space for one banner at the gala dinner and cocktail;
- ❖ Large size (9 X 3 meters) exhibition booths with executive table and 4 chairs at the Platinum lane;
- ❖ Corporate branding with large size logo on retreat materials, website and media advertisements;
- ❖ Installation of a banner at the main conference hall;
- ❖ Full page corporate profile in the retreat booklet;
- ❖ Media facilitation for interviews;
- ❖ Complementary participation of up to 4 company employees;
- ❖ Two reserved seats at the main retreat

### **B. Gold Exhibitor**

- ❖ Corporate branding with medium size logo on retreat materials, website and media advertisements;
- ❖ Medium size (6 X 3 meters) exhibition booths with a table and 3 chair AFTER the Platinum lane;
- ❖ Half a page corporate profile in the retreat booklet
- ❖ Complementary additional 3 company participants;

### **C. Silver Exhibitor**

- ❖ Corporate branding with small logo on the retreat materials, website and media advertisements;
- ❖ Standard size (3 X 3 meters) exhibition booths with a table and 2 chairs after the Gold lane;
- ❖ Quarter page (1/4) company profile in the retreat booklet
- ❖ Complementary participation of 2 additional company representatives

### **NB: Additional services for the exhibitors:**

- i. Exhibitors coming from outside Uganda will be given a waiver/exemption letter by the Government of Uganda to ease movement of materials across the borders
- ii. Each exhibition stall shall be provided with a power socket, display spotlight and company fascia
- iii. Technical support will be provided for the entire duration of the exhibition

### **D. Exhibition dates and time**

The exhibitions will be on 21<sup>st</sup> and 22<sup>nd</sup> February 2018 and run from 08:00 to 17:00 hours each day. Setting up of the stalls is expected to begin on 20<sup>th</sup> February 2018.

### **E. Venue**

The exhibitions will take place at the Speke Resort Hotel, Munyonyo, Kampala, Uganda.

### **F. Immigration and customs waivers for exhibition materials**

All registered exhibitors shall be supported to transport exhibition materials across the international borders once they declare the nature of materials they intend to exhibit. Exhibitors are therefore required to make such declaration while registering for the event.

### **G. Contacts**

Exhibitors are encouraged to get further details on participation, registration and exhibition fees requirements from [www.eacihr17.eac.int](http://www.eacihr17.eac.int) and to contact the following persons.

### **EAC Secretariat**

Mr. John Patrick Mwesigye ([jmwesigye@eachq.org](mailto:jmwesigye@eachq.org), +255 788222548); Dr. Michael Katende ([Mkatende@eachq.org](mailto:Mkatende@eachq.org); +255763152492/+256772670438) and Costa Mashauri ([costa@eachq.org](mailto:costa@eachq.org), +255754285388); Eng. Hosea Nyangweso

([HNyangweso@eachq.org](mailto:HNyangweso@eachq.org),+255); Mr. ElsamTuryahabwe ([ETuryahabwe@eachq.org](mailto:ETuryahabwe@eachq.org), +256772449080); Ms. Christine Atim (+255 788 134 123; [Catim@eachq.org](mailto:Catim@eachq.org))

### **Uganda National Organizing Committee**

Edward Sebina ([edsebina@gmail.com](mailto:edsebina@gmail.com), +256772490805); Dr. Kadowa Isaac ([ikadowa@gmail.com](mailto:ikadowa@gmail.com), +256772468777); Apollo Kashanku, [Apollo.kashanku@gmail.com](mailto:Apollo.kashanku@gmail.com))

#### **Take note:**

1. 1.Take note that the minor changes in the guideline including change on the size of booths have been reached in consultation with both the host partner state and the service provider; and
2. To ease clearance and facilitation of Exhibitors at customs and accreditation to enable access to the venue, Exhibitors are requested to provide the following details on or before 12<sup>th</sup> February 2018:
  - a) Details and list of people attending
  - b) Materials/goods/products intended for exhibition and including their quantities
  - c) Itinerary