



### EXHIBITOR MANUAL

- Each exhibiting company will be allowed to send two personnel to represent their company for the exhibition.
- Coffee break and lunch programs of the event will not include exhibitors nor does the Ministry (MOWIE) cover any costs related to travel and per diem of invited exhibitors.
- The setup day for exhibition will be on June 16, 2019 starting 1:00pm till 7:00pm and the dismantling date will be on June 19, 2019 starting from 1:00pm till 6:00pm.
- The size of the materials the exhibitor brings shall not be more than 1.5 meters in width and 2.5 meters in height. If the exhibitor has heavy materials to showcase they should give an advance notice and get confirmation from Ethiopian Skylight Hotel.
- The materials showcased by the exhibitor must not have sharp edge or liquid that can damage the exhibition venue mat.
- Any damage incurred in the venue will fully be the responsibility of the exhibitor.
- For exhibition booth presenters the motto of the week shall be taken into account. The motto of the week is:  
**“Transformation of Water and Energy Sector for Ethiopia’s New Horizon of Hope”**