



## The National Food and Nutrition Commission

### NATIONAL FOOD AND NUTRITION FORUM

*Theme: "Celebrate, Reflect and Reposition  
Food and Nutrition in Zambia?"*

### EXHIBITOR'S REGISTRATION FORM

Mulungushi International Conference Centre, Lusaka, Zambia

Date: 10<sup>th</sup> to 11<sup>th</sup> October , 2017

#### EXHIBITOR INFORMATION

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Company/Organization \_\_\_\_\_

Type of organization (*Tick where applicable*)

1. Commercial, .....
2. NGO, .....
3. Government .....
4. Parastatal, .....
5. Bilateral/ Multilateral Agency...
6. Other specify \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_

Business Phone \_\_\_\_\_ E-mail \_\_\_\_\_

NRC or Passport # \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

#### REGULATIONS FOR EXHIBITION

1. Exhibition fees should be paid using bank certified cheques by 22/09/2017. Cheques can be deposited in account # 0306479300113 Cairo Road Business Centre, Zambia National Commercial Bank (ZANACO), Lusaka. The NFNC will issue a receipt on presentation of proof of payment (bank deposit slip). The proof of payment can also be faxed to NFNC at +260- 211 221426.

Cash payment can be made at the National Food and Nutrition Commission offices Accounts Department where a receipt will be issued as proof of payment

2. This exhibition is a supplement to the forum providing conference attendees with the information. Exhibitors are expected to display their products and/or discuss their services with awareness of the technical and practical needs of the forum attendees.
3. Smoking or consumption of alcoholic beverages is not permitted within the exhibition hall
4. No exhibitor shall assign, sublet or apart the whole or part of their space without the knowledge and written consent of the secretariate.
5. Exhibitors assume the entire responsibility and liability for losses, damages and claims arising out of injury to persons or damage to exhibitor's displays, equipments or other properties brought upon the premises of the MICC.
6. Exhibitors will be allocated exhibition space measuring 2.5 x 2 mts. for VIP, 2 x 1 mts. for ordinary and 1 x 1 mt. for women groups, upon payment. Please note that Management at Mulungushi International Conference Centre have expressly forbidden any exhibitor to use nails, cello tape, double-sided tape or sticky stuff to erect any poster or banner on the walls. Instead, you are encouraged to use pop-up displays, or skirt the tables provided with banners or posters.

The Nutrition Conference Committee reserves the right to refuse space to any applicant who, in the opinion of the committee is unlikely to contribute to the overall objectives of the conference.

*(All applications must be signed in order to confirm space allocations.)* I understand, and agree to abide by the official exhibition regulations as stated above.

SIGNATURE

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Signature of the Authorized Representative

Name

Date

Please fax this completed form to 260 -211 -221426 or e-mail to [nutrition\\_conference@gmail.com](mailto:nutrition_conference@gmail.com) for more details on the symposium, log on to our website: [www.nfnc.org.zm](http://www.nfnc.org.zm)

This form can be downloaded or collected from **National Food and Nutrition Commission Stand No. 5112 Lumumba Road P.O Box 32669 Lusaka Zambia .**

## Guidelines for exhibitors

The Exhibition at the Nutrition Conference designed to provide a platform for various manufacturers and processors including the service providers in the food and nutrition industry to show-case their products and services. The Exhibition will be an integral part of the Conference. As such Exhibitors are requested to adhere to the highest possible standards.

- a. Exhibitors have been categorized into three: VIP, Ordinary and Women Groups.
- b. Eligibility to exhibit is entitled to those that will apply in advance. VIP exhibitors will pay an exhibition fee of K5,000, Ordinary K1,500 and Women Groups K500 for the entire period.
- c. Exhibition fees should be paid by 22/09/2017 to facilitate logistical arrangements.
- d. Exhibitors may not display products or services other than those serviced, manufactured or regularly distributed by them.
- e. Exhibitors are not permitted to display products that are against the objectives of the Nutrition Conference which is to promote good nutrition and healthy living.
- f. All displays need to meet the safety and hygiene rules and any other rules imposed by the Venue.
- g. All products should be properly packaged, labeled and expiry date indicated for commercially produced food products.
- h. Exhibitors will be allowed to set up a day before the conference.