



**TEMS AFRICA  
ICT EXPO 2025**

24-25 April | Sarit Expo Centre | Nairobi-KENYA



# EXHIBITOR MANUAL

For the Tems Africa ICT Expo & Conference

Organized by:



Hosted by:



Designed by:



📍 P.O. Box 24702-00100, Nairobi



[www.temsafrica.com](http://www.temsafrica.com)

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## SECTION A: INTRODUCTION/EVENT OVERVIEW

### Welcome to TEMS Africa ICT Expo 2025

We are thrilled to have you join us for the **TEMS Africa ICT Expo 2025**, East and Central Africa's ICT expo and conference. This manual is designed to equip you with all the essential information to maximize your experience at the expo.

The **TEMS Africa ICT Expo** is an annual gathering that unites technology enthusiasts, industry leaders, innovators, and policymakers from around the globe. Set in one of Africa's vibrant cities, this event serves as a catalyst for showcasing cutting-edge technologies, fostering strategic partnerships, and exploring the vast potential of the continent's ICT landscape.

### Why Attend TEMS Africa ICT Expo?

Participating in the TEMS Africa ICT Expo offers a unique opportunity to:

- **Discover Innovations** – Engage with the latest advancements in ICT, including smart technologies, blockchain, fintech, artificial intelligence, cloud computing, IoT, e-commerce, and cybersecurity.
- **Network with Professionals** – Connect with over 150 exhibitors and 25 expert speakers from more than 150 countries, fostering collaborations that drive growth and innovation.
- **Gain Insights** – Attend educational sessions, workshops, and panel discussions led by thought leaders addressing current trends, challenges, and opportunities in the ICT sector.
- **Generate Leads** – Identify potential clients, investors, and business partners to expand your reach in the ICT industry.

### What to Expect?

Join us at TEMS Africa ICT Expo to experience:

- **Exhibition** – Explore diverse exhibitor booths showcasing Africa's finest tech products and services.
- **Networking** – Connect with industry leaders, forge new partnerships, and strengthen existing relationships.
- **Educational Sessions** – Gain valuable insights from thought leaders through seminars, workshops, and panel discussions.
- **Sustainable Technology Initiatives** – Discover how Africa is leading in sustainable tech practices and innovation efforts.

## Who Should Attend?

TEMS Africa ICT Expo welcomes:

- **Tech Enthusiasts** – Individuals passionate about exploring the latest technological trends and innovations.
- **Industry Professionals** – ICT experts, developers, engineers, and consultants seeking to expand their knowledge and professional network.
- **Business Leaders** – Entrepreneurs, investors, and decision-makers looking for opportunities to collaborate and invest in Africa's burgeoning tech industry.
- **Government Representatives** – Policymakers and regulators aiming to engage in discussions on ICT policies and infrastructure development.
- **Media Personnel** – Journalists and content creators interested in covering groundbreaking tech stories and innovations.

Mark your calendars for the **TEMS Africa ICT Expo 2025** and embark on a journey of discovery, innovation, and collaboration in one of Africa's most dynamic destinations. Together, let's unlock the potential of Africa's ICT sector and shape the future of technology.

For more information and updates, visit our official website: [temsafrika.com](https://temsafrika.com)

Your participation as an exhibitor plays a critical role in the advancement and transformation of Africa's ICT sector. We appreciate your commitment to driving technological progress and look forward to hosting and partnering with you at this year's expo.

## THE BENEFITS OF EXHIBITING AT TEMS AFRICA ICT EXPO

### DO BUSINESS

TEMS Africa ICT Expo has built a reputation as the leading technology trade show in East Africa, bringing together the entire ICT ecosystem in an engaging and impactful way. The event attracts **high-quality decision-makers** and **tech buyers** from across the globe who are interested in **emerging technology solutions** and **investment opportunities in Africa**.

We provide a globally benchmarked online diary and matchmaking system, powered by cutting-edge innovation, to facilitate **high-value business meetings**. Our dedicated advisory team is available to assist you before, during, and after the expo, ensuring a seamless experience and **maximum return on investment (ROI)**.

This year, exhibitors will also have the unique opportunity to **recommend buyers and investors** they would like to see at the event. This initiative strengthens collaboration and ensures that **only the most relevant stakeholders** participate, making your time at the expo both productive and rewarding.

## NETWORK WITH INDUSTRY LEADERS

TEMS Africa ICT Expo fosters an environment for **meaningful networking**, allowing exhibitors to connect with **C-suite executives, policymakers, investors, and tech innovators** from around the world. While the **business matchmaking diary** offers a structured engagement platform, informal networking is encouraged during various official events and interactive sessions.

As a **valued exhibitor**, you will have exclusive access to:

- **Opening Networking Event** – Engage with key industry players in an interactive setting.
- **Tech Media Showcase** – Gain exposure through leading tech media platforms.
- **Industry Awards Ceremony** – Celebrate ICT excellence and outstanding innovations.
- **Startup & Investor Sessions** – Connect with venture capitalists and potential funding partners.
- **Panel Discussions & Workshops** – Share expertise and gain insights from renowned speakers.

## SHOWCASE YOUR BRAND & INNOVATIONS

With **over 150 exhibitors and thousands of attendees**, TEMS Africa ICT Expo provides the perfect stage to **showcase groundbreaking technology, demonstrate new products, and launch services**. Gain brand visibility and position your company as a **leader in Africa's digital transformation journey**.

Join us at TEMS Africa ICT Expo 2025 and be part of Africa's technological evolution. Together, let's **Innovate, Transform, and Thrive!**

## MORE ABOUT THE INDUSTRY

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At **TEMS Africa ICT Expo 2025**, our **B2B & networking sessions** are thoughtfully designed to spark **meaningful discussions** and deliver **valuable industry insights**. These sessions serve as a **catalyst for innovation and transformation**, equipping attendees with the knowledge needed to navigate the rapidly evolving ICT landscape.

Our **seminars, panel discussions, and workshops** will address **critical industry challenges**, emerging trends, and future opportunities in **AI, cybersecurity, fintech, IoT, blockchain, cloud computing, e-commerce, and more**.

Expect to engage with **renowned industry experts, visionary speakers, and tech disruptors** who will provide **actionable strategies, expert analysis, and forward-thinking perspectives** to help shape the future of Africa's digital economy.

## IMPORTANT EXHIBITOR INFORMATION

This manual contains essential information to help you prepare for **TEMS Africa ICT Expo 2025**. It covers key details about the event, exhibitor guidelines, and participation requirements to ensure a seamless experience. If you have any questions regarding your participation, please feel free to contact the event organizers, **Jim Africa Exhibitions**, the official Exhibition Management Company for **TEMS Africa ICT Expo 2025**.

## SECTION B: IMPORTANT CONTACTS

**TEMS Africa ICT Expo 2025** is organized by **Jim Africa Exhibitions**, a Kenyan company specializing in event management and exhibition services.

1. Contact Person 1  
**Name:** James Njuguna  
**Phone:** +254 723 839 568
2. Contact Person 2  
**Name:** Steve Njenga  
**Phone:** +254 721 749 239
3. Contact Person3  
**Name:** Brenda Syombua  
**Phone:** +254 724 519 391
4. Contact Person 4  
**Name:** Jeniffer Chege  
**Phone:** +254 722 255 437
5. Contact Person 5  
**Name:** Ezra B Obong'o  
**Phone:** +254 727 478 734
6. Contact Person 6  
**Name:** Adisa Monphrey  
**Phone:** +254 714 090 981





## SECTION C: EXHIBITOR INFORMATION

### SHOW DATES, TIMES & VENUE DETAILS

BUILD UP		
DATE	TIME	DESCRIPTION
Wednesday 23 <sup>rd</sup> April 2025	08:00 – 12:00	Booth Build up
Wednesday 23 <sup>rd</sup> April 2025	12:00 – 20:00	Exhibitor Setup

EVENT DATES & TIMES		
DATE	TIME	DESCRIPTION
Thursday 24 <sup>th</sup> April 2025	09:00 – 16:00	Opening Ceremony, Conference, Expo, Networking & Cocktail Session.
Friday 25 <sup>th</sup> April 2025	09:00 – 16:00	Conference, Expo, Networking & Cocktail Session and Closing ceremony.

BREAK DOWN		
DATE	TIME	DESCRIPTION
Friday 25 <sup>th</sup> April 2025	17:00-22:00	Breakdown of booths and cleaning.
Saturday 26 <sup>th</sup> April 2025	06:00	Inspection of Venue and clearance.

### BOOKING CONDITIONS

No exhibitor may **sub-let or share** their allocated booth with any other company or organization **without prior approval from the organizers**. Exhibitors who wish to share their booth with another company must **submit a booth-sharing application** and provide full details of the sharing company for inclusion in the official expo catalogue.

Booth sharing is limited to **one company per 9sqm module**. Please refer to this exhibitor manual for details on services provided to both main and sharing exhibitors, as these may differ from previous years. For any inquiries, please contact **Jim Africa Exhibitions**, the official event organizers of **TEMS Africa ICT Expo 2025**.

The organizers reserve the right to **modify the exhibition layout** in the event of **unavoidable circumstances**. Any exhibitors affected by such changes will be **notified accordingly**.

The organizers' decision on the **suitability of any exhibit is final**. Exhibitors **may not alter or add to** the products and services displayed without **prior written approval** from the organizers. If any stand is deemed **unsuitable** by the organizers, the exhibitor must **make the necessary adjustments** at their own expense to comply with event standards.

## BUILD-UP AND BREAKDOWN PROCEDURES

The build-up and breakdown schedule for **TEMS Africa ICT Expo 2025** is as follows:

### Build-Up Schedule:

- **Wednesday, 23<sup>rd</sup> April 2025:** 08:00 – 12:00 (Custom Build)
- **Wednesday, 23<sup>rd</sup> April 2025:** 12:00 – 20:00 (Exhibitor Set-Up)

All stands must be **completed by 17:00 on Wednesday, 23<sup>rd</sup> April 2025**.

For stand deliveries, ensure that personnel delivering materials have their **national ID cards, prior accreditation**, and the **exhibiting company's name and stand number**. The organizers' office cannot accept any items on behalf of exhibitors. Once unloaded, contractor vehicles and goods must be removed from the site. Bulky or heavy exhibits will **not be accepted** after **16:00 on Wednesday, 23<sup>rd</sup> April 2025**.

### Event Dates:

- **Thursday, 24<sup>th</sup> April 2025 – Friday, 25<sup>th</sup> April 2025**

### Breakdown Schedule:

- **Friday, 25<sup>th</sup> April 2025:** Breakdown starts at **17:00**. Exhibitors are not permitted to begin dismantling stands before **16:30**. Only **hand-held goods** may be removed at this time.
- All stands must be cleared by **06:00 on Saturday, 26<sup>th</sup> April 2025**. Any materials or items not removed by then will be disposed of by the organizers at the **exhibitor's expense**.

The show organizers will provide **general security**; however, you are responsible for the safety of your valuable items from build-up to breakdown. The organizers cannot be held responsible for any loss or damage during this period.

Please ensure that all loose goods, marketing materials, and collateral are **removed by 06:00 on Saturday, 26<sup>th</sup> April 2025**.

The event will take place at **Sarit Expo Centre, Westlands- Karuna Rd, Nairobi, Kenya**.

For any questions or additional information, please contact the **Jim Africa Exhibitions** team.



## HOW TO GET TO THE VENUE

Scan to set directions to venue



Venue Map: Sarit Expo Centre



## SECTION D: GENERAL INFORMATION (A – Z)

### PERMITTED GOODS AND SERVICES

To maintain the specialized focus of the exhibition, **only** the following categories of goods and services will **be permitted**:

- Telecom Operators, Suppliers, and Related Sectors
- Electronics Manufacturers, Suppliers, Distributors, and Retailers
- Mobile Phone & Accessories Manufacturers and Distributors
- ICT Solutions, including Software, Systems, and Hardware
- Mobile-Based Service Providers

### PARTICIPATING PERSONS AND GROUPS

All producers, traders, associations, institutions, or consortia involved in the categories mentioned above may participate in the exhibition, either directly or through their representatives.

For the purposes of this event, all such participants shall be referred to as "Exhibitors Representatives" may only take part in the exhibition in their designated capacity and under their own company name.

### CO-EXHIBITOR

The Organizer will only enter into contracts with direct exhibitors. If a direct exhibitor wishes to share their space with a co-exhibitor, they must obtain prior written approval from the Organizer. Without this approval, the co-exhibitor will be required to pay a registration fee of USD 500.

### SHOW ETIQUETTE

As **TEMS Africa ICT Expo 2025** is a business-focused event, it is essential that all exhibitors and their staff maintain a **professional demeanor** at all times. Exhibitors are allowed to attract visitors to their **designated booth** and engage with them within their stand space. However, **handing out brochures** or promotional materials outside of your booth is prohibited. This includes areas such as the **aisles, registration area, conference rooms**, and any space other than your designated stand. Soliciting business or distributing promotional materials outside your booth space is also **not permitted**.

Please ensure that all activities are confined to your booth to maintain a **professional and respectful environment** for all attendees.

### CARE OF THE BUILDING

Exhibitors are not allowed to **paint, nail, or drill** into the **floors, walls, ceilings**, or any other part of the building. If exhibitors wish to lay **floor coverings**, they must use an adhesive that **does not damage** the floor and can be **easily removed**. No signs or other materials should be attached to **ceilings, walls, pipes, or electrical fixtures**.

The floors in the exhibition hall are already **carpeted**, so if floor-covering tape is used, it must be properly removed by the exhibitor. Failure to remove such materials may result in **additional charges** to the exhibitor for any necessary cleaning or repairs.

## APPLICATION

Only a duly completed and signed "Application and Participation Contract," along with proof of payment of 50% of the space cost and the signed "General Regulations," will be accepted before March 14 2025. Applications received after this date will be placed on the waiting list.

## PAYMENT

A 50% advance deposit is required upon submission of the "Application & Participation Contract." Once the correctly completed contract, signed "General Regulations," and required payment are received, the Organizer will issue an invoice for the total space cost. The remaining balance must be paid in full by April 7, 2025.

## ASSIGNMENT OF SPACE

Exhibition space is allocated based on the priority of the submitted "Application and Participation Contract" and the overall exhibition layout.

For technical and organizational reasons, the Organizer reserves the right to modify, reduce, or relocate the assigned space before or during the event. In such cases, exhibitors are not entitled to any indemnity or compensation.

## TRANSFER AND CANCELLATION OF SPACE

The transfer of exhibition space, whether fully or partially and with or without payment, is strictly prohibited.

If an exhibitor is unable to participate or wishes to reduce their allocated space after submitting the "Application & Participation Contract," they must notify the Organizer immediately via mail. In such cases, the deposit will be withheld, as this constitutes a breach of contract.

For cancellations received after April 1, 2025, the full amount paid will be retained as compensation for damages incurred by the Organizer.

If an exhibitor fails to appear within 12 hours of the exhibition opening and does not notify the Organizer, their allocated space will no longer be reserved.

## CATALOGUE (PRINT & DIGITAL)

All exhibiting companies (main and sharing) will receive a **complimentary entry** in the official **TEMS Africa ICT Expo 2025** catalogue. This includes the company's **contact information** and a **50-word description** of your products and services, as submitted on your application form

## CLEANING

The exhibition venue will be cleaned in the evenings once the show has closed for the day. This will include tasks such as **vacuuming aisle carpets** and **removing rubbish**. Exhibitors are required to ensure that **cleaning personnel** have access to all areas that need attention. Aisles will be kept clear of rubbish and cleaned regularly throughout the event.

## ENTRY TO THE SHOW

**TEMS Africa ICT Expo 2025** reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of show management, is **unfit, intoxicated**, or creating any **disruption** at the event.

## EVENT'S PROGRAMME

The event's programme is regularly updated and can be accessed on the official event website for your convenience.



## EXCLUSIVE RIGHTS

Only **participating exhibitors** have the exclusive right to **promote** or **sell** their goods and services at **TEMS Africa ICT Expo 2025**. Any **unauthorized parties** attempting to **solicit sales** or distribute promotional materials **without written consent** from the organizers will be **immediately removed** from the expo area. Exhibitors are encouraged to report any violations to the **Organizer's Office** for prompt action.

## FIRE SAFETY

All materials used in booth construction, displays, and décor must be fire-resistant or made from non-flammable materials to ensure safety at **TEMS Africa ICT Expo 2025**. Compliance with fire safety regulations is mandatory for all exhibitors.

## FLOORPLAN

The latest **exhibition floorplan** is available in the **exhibitor portal** for easy access. Visit [www.temsafrika.com](http://www.temsafrika.com) to log in and view your assigned space. The **organizers reserve the right** to adjust the layout if necessary. Any changes affecting exhibitors will be communicated in advance, and suitable alternatives will be provided where possible.

## HAZARDOUS EQUIPMENT & BOTTLED GAS

Exhibitors must obtain **written approval** from the **TEMS Africa ICT Expo 2025** organizers before using any **hazardous or dangerous equipment**. Where necessary, approval from **local authorities** may also be required. The organizers **assume no responsibility** if such approvals are not granted.

For **compressed air, oxygen, hydrogen, acetylene, or any other pressurized gas or liquid**, only **steel cylinders** are permitted, and their use must be **pre-approved** in writing before being brought into the venue. Exhibitors intending to use **bottled gas** must notify the organizers in advance.

## LOST AND FOUND

The **TEMS Africa ICT Expo 2025** organizers are **not responsible** for any **items left behind** after the event. If any items require storage, exhibitors may be subject to **reasonable removal and/or storage fees**.

If you find any **lost items**, please hand them over to **security** or the **Organizer's Office** immediately.

## ORGANIZER'S OFFICE

The **main Organizer's Office** will be located within the exhibition venue. The organizers will be on-site throughout the expo to assist **exhibitors and contractors**. Upon arrival, exhibitors should check in at the **Organizer's Office** for any updates or additional information. All exhibitor services will be coordinated from this office. **Emergency messages** may only be left or received at the **Organizer's Office**.

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## MAINTENANCE

If you need to conduct **maintenance work** on your stand after the exhibition closes, please notify the organizers by **14:00** on the same day. This ensures arrangements can be made with security for **lighting and access**.

## PHOTOGRAPHY & VIDEO RECORDINGS

Booths and displayed products **may not** be photographed, filmed, or reproduced in any form without prior authorization from both the Exhibitor and the Organizer.

However, the Organizer **reserves** the right to capture and authorize the reproduction of general views or specific details of the exhibition area, both inside and outside the venue.

## SECURITY & THEFT PREVENTION

Theft is most common during **build-up and breakdown** periods, especially right after closing. To protect your items:

- Cover your materials after setup and each evening.
- Keep valuables (laptops, phones, bags) secure and never unattended.
- Hire stand security if needed.
- Pack valuables first when closing down.
- Avoid labeling boxes with contents like "laptop" or "computer."
- Arrange timely removal of your stand materials.

The organizers provide **general venue security** but are **not responsible for individual stands**. Report any loss immediately to the **Organizer's Office** to ensure proper handling.

### SOUND LEVELS AND PRODUCT DISPLAYS ON STANDS

Amplifiers, live music, and any audio-visual demonstrations require **written approval** from the organizers. All sound levels should be kept at a **reasonable volume** to prevent obstruction of aisles or disturbance to neighboring stands. Demonstrations must be confined within your space, ensuring crowds do not block aisles. Any loud noises, flashing lights, or other distractions are subject to approval by both the organizers and adjacent exhibitors. Additionally, sampling is only allowed within your designated exhibition area.

### SIGNAGE

Signage must be professionally produced. For any signage or graphics, please contact your appointed venue contractor, listed under official contractors. Handwritten, sale, or show-special signs are not allowed. Photocopied signs or those affixed with glue to the panels will not be permitted.

### SMOKING

Smoking is strictly prohibited in all areas of the exhibition venue, including food service areas, public and service corridors, and restrooms. Designated smoking areas are provided.

### CONTRACTOR SERVICES / EXHIBITOR-APPOINTED CONTRACTORS

To ensure high-quality service and adequate staffing for the Exhibition, the Organizer has exclusively contracted official service providers for specific essential services. Only these official contractors are permitted to perform those designated services.

Non-exclusive services may be handled by Exhibitor-Appointed Contractors (EAC) under specific guidelines. A full list of exclusive services and EAC guidelines will be provided in the Exhibitor Service Manual.

Exhibitors intending to use a service provider other than the official contractor must submit a written notification to the Organizer at least 30 days before the first move-in day. This notification must include the contact details and designated liaison of the Exhibitor-Appointed Contractor.



## **RULES OF CONSTRUCTION**

Details regarding the construction of standard booths and raw space will be provided in the Exhibitor Service Manual.

## **CANCELLATION OF EXHIBITION**

If the Organizer cancels the Exhibition due to circumstances beyond their reasonable control such as acts of war, earthquakes, government emergencies, labor strikes, or the unavailability of the exhibition facility the Organizer will refund each Exhibitor's previously paid exhibit space rental payment, minus a share of costs and expenses incurred. This refund will constitute full settlement of the Organizer's liabilities to the Exhibitor.

The Organizer reserves the right to cancel, rename, relocate, or reschedule the Exhibition. If the exhibition date changes, the new confirmed date will be communicated to exhibitors no later than 30 days in advance.

## **LIABILITIES, INSURANCE, AND ACCIDENT PREVENTION**

The Organizer is liable for demonstrable damages incurred by exhibitors or their authorized representatives within the exhibition center, up to a maximum of USD 2,000, only if such damage is caused by the negligence of the Organizer or its staff. This limit does not apply in cases of intentional misconduct or gross negligence.

The Organizer is not responsible for damages resulting from equipment failure, operational disruptions, or other incidents affecting the Exhibition unless caused by deliberate intent or gross negligence. Additionally, the Organizer assumes no liability for damage, theft, or loss of exhibits and stand equipment, including any consequential losses.

Exhibitors are strongly advised to obtain liability insurance. The Organizer reserves the right to prohibit the display or operation of any machinery or equipment at its discretion.

## **ADDITIONAL TERMS AND CONDITIONS**

The Organizer has full control over attendance policies and may deny future participation to Exhibitors who violate the contract or rules. Any contract amendments must be in writing and signed by the Organizer. Exhibitors cannot transfer, sublet, or license their exhibit space. For safety reasons, children under 16, including those of Exhibitors, are not allowed in the exhibit hall (proof of age may be required).

## **INCORPORATION OF RULES AND REGULATIONS**

The Organizer has sole discretion over matters not covered in this contract and may establish, modify, or revoke rules with reasonable notice. All rules, including those in the Exhibitor Service Manual, are part of this contract. Exhibitors must comply with any updates, as this contract represents the full agreement between parties.

## SECTION E – EXHIBITOR PACKAGES & CONSTRUCTION DETAILS

### EXHIBITOR PACKAGES

#### Exhibition Booth Package:

- Exhibitor Registration
- 3m x 3m Stand = 9sqm
- Online Catalogue Entry
- Printed Catalogue Entry
- 2 x Exhibitor Badges
- 1 x Table
- 2 x Chairs
- 1 x Electrical Outlet (240 volts)
- Company Name Signage on Fascia
- Waste Bin

Shell Scheme Panel Branding



Shell Scheme Seamless Branding



#### ELECTRICS

Each exhibition booth includes basic electrics. For additional services, please refer to the electrical order form.

- **Lighting:** 3 x Spotlights
- **Power:** 1 x Power Socket

#### EXHIBITION BOOTH PANELS

Any damaged wall panels will incur a charge of **KSH.XX** per panel.

#### PLEASE NOTE:

The organizers have the right to reject any custom stand design that excessively obstructs or affects neighboring exhibitor booths.

All custom stand plans must be submitted by **1<sup>st</sup> April 2025**.

Any agreement between an exhibitor and a contractor is **independent** of the exhibitor's agreement with the organizers. The organizers are **not liable** for any disputes between exhibitors and contractors.

Exhibitors are responsible for all payments to contractors and for the behavior of their contractors and subcontractors.

## SECTION F – HEALTH AND SAFETY

### GENERAL SAFETY GUIDELINES

Exhibitors are encouraged to follow best practices to ensure safety and avoid potential accidents, injuries, or liabilities. Before any work begins on-site, both the exhibitor and their contractor must assess potential risks associated with the construction of their stand. This includes identifying any possible hazards and implementing strategies to mitigate or eliminate these risks. These steps are essential in minimizing the chances of injury, loss of life, civil liability, or public harm.

### USE OF AISLES

In accordance with disaster management and fire regulations, all aisles and fire exit routes must remain clear at all times. Exhibitors are responsible for ensuring that their displays fit within their designated booth space and do not encroach on the aisles. If any item or structure protrudes into the aisles, the organizers or venue management reserve the right to move or remove it without liability for any loss or damage.

### ELECTRICAL INSTALLATION GUIDELINES

All electrical installations must be safe, professionally executed, and carried out by a registered wireman. If a fault is detected, the equipment must be immediately deactivated until repaired.

- Custom-built stand electrical work must be handled by a **licensed wireman**.
- Lighting should be connected from fitting to fitting, with all terminations securely hidden.
- Necessary termination points must be insulated and mechanically connected (strip or screw connectors no twisting).
- Transformers should be mounted on structures or walls, not placed directly on the carpeted floor.
- Each electrical supply is designated for one piece of equipment or machine on display.
- Electrical fittings cannot be suspended from the ceiling or attached to any part of the building structure without the organizers' and venue's prior approval, and additional fees may apply.
- Fluorescent fittings must be earthed for safety.

### EMERGENCY PROCEDURES & FIRE REGULATIONS

Exhibitors are responsible for ensuring their staff are familiar with emergency procedures, fire-fighting equipment, and emergency exit locations. Adhere to the following steps in case of an emergency:

- Report any incident immediately to the organizer.
- Avoid touching any objects of concern or removing exhibits from the venue.
- Remain calm and do not panic.
- Evacuation announcements will be made via the venue's PA system.
- Direct staff members and visitors in your vicinity to the emergency exits.
- Fire escapes are located at regular intervals throughout the building for easy access.

### EXITS AND FIRE ESCAPES

Exhibitors must ensure that furnishings, decorations, or any other objects do not obstruct exits or access to them. The designated paths leading to exits must remain clear and unobstructed by furniture or any moveable items.

The organizers and venue management will carry out an inspection on the last day of build-up to ensure all regulations are followed. If any non-compliance is found, they have the right to delay the event's opening or impose fines on those responsible.

#### **LIABILITY**

Contractors are responsible for the control and safety of their equipment at all times and will be held liable for any claims related to injuries caused by its use. The Exhibitor acknowledges that due to the exhibition's layout and the large crowds, adequate security to protect their merchandise and property cannot be provided. Therefore, exhibitors assume all risk of loss for their merchandise, fixtures, displays, and other property within the exhibition, storage, or any other accessible area. This includes theft, vandalism, or any damage caused by individuals, whether authorized or not. It is highly recommended that exhibitors consult their insurance providers to ensure appropriate coverage.

#### **HEALTH & SAFETY**

Exhibitors with custom stands or stand builders must ensure that all contractors and sub-contractors adhere to established safety practices while working on their stands.

#### **SAFE WORKING PRACTICES**

Contractors must comply with safety guidelines and regulations, including:

- Familiarity with Fire and Emergency Services procedures.
- Ensuring aisles leading to emergency exits remain clear.
- Using appropriate protective clothing, including head, eye, ear, foot, and hand protection.
- Proper storage and handling of flammable liquids and substances, ensuring separation from waste and other risk areas.
- Removing chemicals and liquids for safe disposal, never using general refuse areas.
- Using portable power equipment with safety guards correctly fitted.
- Minimizing trailing leads when using portable electric tools and never leaving them unattended with a live power supply.
- Keeping work areas free from hazardous waste materials.
- Using proper scaffolding and ensuring safety features comply with standards during construction, with tower scaffolding properly built.

#### **STRUCTURAL STABILITY**

The structure of the set must be designed to safely support both dead and imposed loads, ensuring no deflection or deformation that would affect its stability.

#### **KINDLY NOTE**

Non-compliance with these stipulations may lead to the denial of authorization to construct the stand.

We look forward to welcoming you to the 6th edition of **Tems Africa ICT Expo 2025** at the **Sarit Expo Centre**.

## THANK YOU FOR YOUR PARTICIPATION

We appreciate your commitment to making this Exhibition a success. By adhering to the guidelines outlined in this manual, you help create a seamless and professional event for all participants.

Should you have any questions or require further assistance, please contact the Organizer. We look forward to a productive and successful Exhibition with you.

**See you at the event!**







**TEMS AFRICA  
ICT EXPO 2025**

24-25 April | Sarit Expo Centre | Nairobi-KENYA



# We Are Glad You Joined Us.

At the Largest ICT Expo in East and Central Africa

Organized by:



Hosted by:



Designed by:



[www.temsafrica.com](http://www.temsafrica.com)