

AfricaSan7 Conference
Swakopmund, Namibia
6 - 11 Namibia 2023

<https://africasan.amcow-online.org/>
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Strengthening Systems and Partnerships
for Accelerated Action on Safely
Managed Sanitation and Hygiene



CONFERENCE EXHIBITION GUIDE

The Africa Sanitation (AfricaSan) Conference is a platform for addressing technical and political dialogue.

The exhibition space at AfricaSan7 is an excellent opportunity to showcase water, sanitation and hygiene initiatives, technologies and share insights on critical topics. These topics will include faecal sludge management, climate change and resilient sanitation technologies, sanitation economy, hygiene and behaviour change.

OVERVIEW



Conference → AfricaSan7



Venue → Swakopmund, Namibia



Date → 5 - 11 November 2023



Estimated Participants → 1000 - 1500



High-level Dignitaries → 40 Targeted Ministers
10 High-level Global Dignitaries



Theme → Strengthening Systems and Partnerships for Accelerated Action on Safely Managed Sanitation and Hygiene

Sub-themes → The five subthemes include:

1. Partnerships for action to deliver sanitation and hygiene services.
2. Government and stakeholder. engagements for improving the sanitation enabling environment.
3. Innovative financing and resource mobilization.
4. Inclusion, hygiene and behaviour change
5. Research, knowledge creation, capacity development, and learning.



Technical Session → Over 70 Technical Sessions (in Parallel Format) and Side Events



Plenary Session → Plenary sessions



Dome Ground Floor, MTC Dome, Swakopmund, Namibia

Exhibiting at the

AfricaSan7 CONFERENCE

The added value of AfricaSan7 Conference is the availability of opportunities for Member States and partners for Exhibition of innovations, technologies, products and services. The Summary details of the Conference include the following:

Exhibition Types & Cost

PAVILION @ \$15,000

Available Qty: 9

Features

- 100 square meters
- 4 Tables
- 8 Chairs
- Basic Wifi
- Electrical Setup
- Power Points
- Lighting

Extra Benefits

- 4 Lunch Passes
- 1 Free Conference Registration
- 1 Discounted Conference Registration @ \$600

STANDARD BOOTH @ \$5,000

Available Qty: 20

Features

- 24 square meters
- 2 Tables
- 4 Chairs
- Basic Wifi
- Electrical Setup
- Power Points
- Lighting

Extra Benefits

- 2 Lunch Passes
- 1 Discounted Conference Registration @ \$600

BOOTH @ \$1,500

Available Qty: 20

Features

- 6 square meters
- 1 Table
- 2 Chairs
- Basic Wifi
- Electrical Setup
- Power Points
- Lighting

Extra Benefit

- 1 Lunch Pass

Exhibition Floor Plan



Dome Ground Floor Layout

2. EXHIBITION SELECTION AND REGISTRATION

Selection of Exhibitors will be on a first come-first served basis. You can visit the conference website to book exhibition space using this link:

<https://african.amcow-online.org/exhibition-form/>

Selection Criteria:

Member States and organisations planning to showcase technologies, innovation, products and services in sanitation, hygiene, water, agriculture, environment and the financial sector are encouraged to mount exhibitions at the conference. Exhibitions should be aligned with the following conference's objectives:

- Strengthen partnerships and facilitate knowledge exchange for action on delivering safely managed sanitation and hygiene services.
- Empower governments and stakeholders .
- Catalyse action on research and innovation, capacity development for sustainable and equitably sanitation and hygiene solutions.
- Promote hygiene and behaviour change and gender mainstreaming and inclusive approaches themes.

Booth design

Exhibitors are responsible for their booth setup and design and should ensure that spaces showcase branding that are visually appealing.

Space Booth Allocation

AMCOW covenants to assign booth spaces to exhibitors in a fair and organized manner.

Timing

• Exhibition Hours

The Exhibition is expected to be open all through the conference period starting at 8.30am and ending at 6.30pm daily.

• Set-up and Tear-Down

The conference venue will open for exhibition set ups as from Friday November 3rd 2023. Kindly ensure that your exhibition spaces are set up timeously before the conference opening on Monday, 6th November 2023. Exhibitors are expected to tear down and take away their exhibition materials latest by Sunday 12th November 2023.

Other Booth Regulations

- Displays: Exhibitors should have professional and informative displays, avoiding obstructive or offensive content.
- Noise Levels: Exhibitors are requested to kindly maintain reasonable noise levels to prevent disruptions to the activities of fellow exhibitors.

Registration Process

Exhibitors must register in advance to secure a space, providing details about their offerings. Please use the online reservation system to complete your application to book your spaces by clicking the following link:

<https://africasan.amcow-online.org/exhibition-form/>

Engagement

The whole purpose of mounting the AfricaSan 7 conference exhibition is to create a platform for meaningful engagement where participants are exposed to technologies, innovation, products and services that promote inclusive, sustainable and resilient sanitation and hygiene services delivery in the continent. So, Exhibitors are encouraged to consider the following:

- **Representatives:** Exhibitors should have knowledgeable personnel available in their spaces to engage with attendees.
- **Demos and Presentations:** Exhibitors should aim to display demos or short presentations that practically demonstrate the value of the technologies, innovations, products and services they offer.
- **Networking Opportunities:** Exhibitors are encouraged to actively engage with conference attendees and fellow exhibitors for networking, learning and sharing.
- **Networking Events:** Exhibitors may consider hosting dedicated networking events within the exhibition area. Please contact the Conference Coordinator, africasan-coord@amcow-online.org for details.



Marketing and Promotion

Publicising, mobilising and marketing the exhibitions is the responsibility of the exhibitors. However, the conference organisers will support as much as possible.

1. **Promotional Materials:** Exhibitors are encouraged to provide brochures, flyers, and giveaways.
2. **Conference Materials:** Exhibitors will be allowed to place materials in available display areas in the conference meeting rooms and spaces.

3. SECURITY AND SAFETY

Access Control: To prevent unauthorised entry, access to the Exhibition Floor shall be restricted to only conference attendees and visitors with access badges and accreditation. If you intend to have visitors to your pavilion or booth, kindly arrange to obtain the necessary access badges. Kindly contact the Conference Coordinator, african-coord@amcow-online.org

- **Valuables:** Exhibitors are responsible for the security and safety of their valuables and equipment.

Health and Safety

- **Health Protocols:** Exhibitors must adhere to local health guidelines and established health safety measures.
- **Emergency Procedures:** The Dome has well-advertised emergency procedures and exit routes; kindly familiarise yourselves with these procedures.

Feedback and Evaluation

- **Feedback Mechanism:** At the conference, kindly complete the feedback form attached to this Guide to help us review the exhibition's success and note areas for enhancement in future conferences.

4. COMPLIANCE AND ETHICS

To promote and maintain professionalism, integrity, and corporate reputation, the organizers and exhibitors pledge the following code of conduct:

- **Honesty and Accuracy:** to ensure all exhibited materials, presentations, and demonstrations accurately represent the exhibitor's technology, innovation, product or service; and not to make false or misleading claims.

- **Respect for Intellectual Property:** to respect others' copyrights, trademarks, and intellectual property rights and not to display or distribute copyrighted materials without proper authorisation.
- **Data Privacy:** to comply with data protection laws (standard being the EU General Data Protection Regulation (GDPR)); to obtain appropriate consent before use of any collected personal data of conference attendees. Any data collected will be safeguarded and handled responsibly.
- **Environmental Responsibility:** Promote sustainability and environmentally friendly practices. Minimise waste, recycle and consider the environmental impact of your exhibition materials.
- **Diversity and Inclusion:** Promote diversity and inclusion in your personnel and promotional materials. Make your booth and presentation welcoming to attendees from all backgrounds.
- **Product Safety:** Ensure your products comply with safety standards and regulations. Please be sure to display appropriate safety information and warnings where necessary.
- **Respect for Competitors:** Avoid making disparaging or false statements about competitors. Focus on the strengths and benefits of your technology, innovation, products or services.
- **Gifts and Entertainment:** Be cautious when offering gifts, entertainment, or hospitality to attendees or potential clients. Ensure it complies with applicable laws and does not create undue influence.
- **Transparency:** Be open and transparent in your communications with attendees and potential clients. Address questions and concerns honestly and promptly.

5. PAYMENT TERMS

Bookings should be made online through the reservation link

<https://african.amcow-online.org/exhibition-form/>

In accordance with the following terms:

- Confirmation of exhibition space booking is subject to payment of a 50% deposit upon receipt of invoice from AMCOW or entering into contractual agreement with AMCOW Secretariat. The balance of 50% is to be paid on before the commencement of the conference or on the terms of the contract entered into with AMCOW Secretariat.
- Cancellation can only be accepted with advance notice reaching the AMCOW Secretariat on or before October 20th 2023. Such cancellation will attract a 25% surcharge of the amount of booked exhibition space. Any notice occurring after that date will not attract any refund of amount paid or amount agreed in the contract between the two parties ie AMCOW Secretariat and Exhibitor.

6. SANITATION DEMONSTRATION VILLAGE



To complement the conference exhibition, AfricaSan7 will feature a Sanitation Village, a dedicated space for demonstrating sanitation solutions using technology and innovations to accelerate universal access to safely managed sanitation. This significant innovation will feature a blend of the African culture in a traditional village setting while providing space for the expression of the conference specific objectives of:

- Catalyse action on research and innovation, capacity development for sustainable and equitably sanitation and hygiene solutions
- Promote hygiene and behaviour change and gender mainstreaming and inclusive approaches.

THANK YOU



The AfricaSan7 Conference will take place at the renowned MTC Dome, a state-of-the-art venue, exceptionally equipped with cutting-edge facilities and the latest technology to ensure a seamless conference experience. Its modern design and spacious layout make it the ideal space for insightful discussions, collaborative sessions, and engaging exhibitions.

MTC Dome, Swakopmund is 36km (30 minutes drive) from Walvis Bay International Airport (WVB).

CONTACT US



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WEBSITE

<https://africasan.amcow-online.org/contact-us/>

For additional branding, please contact:
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