



United Nations Economic Commission for Africa

Economic Commission for Africa

Exhibition Manual

8th International Conference

*African Association of Remote Sensing of the
Environment (AARSE 2010)*

Earth Observation for Africa's Development Agenda

25-29 October 2010

Addis Ababa, Ethiopia

Economic Commission for Africa

AARSE 2010 conference

25-29 October 2010

The African Association of Remote Sensing of the Environment (AARSE) was founded in 1992 and was registered as a Regional Member of the International Society for Photogrammetry and Remote Sensing (ISPRS) in 1994 and an organizational member of GEO since 2005. The primary objective of the association is to increase the awareness of African governments and their institutions, the private sector and the society at large, about the empowering and enhancing benefits of developing, applying and utilizing responsibly, the products and services of Earth Observation Systems and Geo-information Technology.

To achieve its objectives, AARSE conducts biennial (once every two years) international conferences across Africa apart from other awareness and capacity building activities..

Up to 2006, AARSE, with the support of local and international organizations, has organized six of such conferences in Harare (Zimbabwe) in 1996, Abidjan (Cote D'Ivoire) in 1998, Cape Town (South Africa) in 2000, Abuja (Nigeria) in 2002, Nairobi (Kenya) in October 2004, Cairo (Egypt) in 2006 and Accra (2008).

The 2010 Conference will be held in Addis Ababa, 25-29 October 2010. The conference main theme will be: "Earth Observation for Africa's Development Agenda".

There will be an exhibition featuring international and local companies, organizations and government offices specializing in a variety of services. The exhibition provides participants and exhibitors with an excellent opportunity to network and exchange ideas regarding the promotion of geospatial Science and technology in Africa.

The AARSE 2010 exhibition represents an opportunity for your organization to promote its technology and main research capabilities and create effective partnerships with the African geospatial community. The conference will attract around 1000 participants from all over Africa and abroad in search of collaborative geoinformation partnerships, providing you as an exhibitor with a unique network opportunity.

This manual has been designed for the benefit of corporate bodies, organizations or persons who may wish to participate in the exhibition. Registration and other forms annexed to this document should be completed as soon as possible and returned by fax or electronically to the addresses/numbers below:

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ICT and Science and Technology Division
Economic Commission for Africa
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1. OBJECTIVES OF THE EXHIBITION

- a. To showcase innovative geospatial science and technology projects and tools (public, private or public-private partnerships) in and with African States
- b. To demonstrate the role that geospatial science and technology can play in Africa's socio-economic development
- c. To demonstrate the potential return on investment in geospatial science and technology.
- d. To encourage African policymakers to invest in geospatial science projects and education.
- e. To encourage skills and capacity building in geospatial science and technology.
- f. To encourage African youth to take up careers in geospatial science and technology.

2. TERMS AND CONDITIONS FOR PARTICIPATION

- a. **Application for participation:** Interested exhibitors need to fill and return the registration form, which can be downloaded from the AARSE 2010 website. The invitation and the relevant forms will also be channeled through ECA.
- b. **Selection of Participants:** Officers of the ECA will make a short list of potential exhibitors according to availability. A selection team from ECA will select the potential participants.
- c. **Criteria for selection:** The following are the criteria to be used:
 - i. Does the project/innovation address any of the main conference themes?
 - ii. Is the innovation applicable in the African Diaspora?
 - iii. Does the innovation generate a significant knowledge transfer?
 - iv. What kind of implications/outcome will be/is generated by the implementation of the project?
- d. **Allocation of exhibition Space:** Exhibition space will be made available at the ECA exhibition hall in Addis Ababa. Each participant will be allocated a space of 6sqm (2mx3m). A total number of 51 exhibitions will be mounted.

3. EXHIBITION BOOTH PACKAGE

- a. Shell scheme of 6 sq m (3mx2m)
- b. Fascia Label (Stand sign)
- c. Two complimentary identification badges
- d. 60-word organizational profile in the Exhibition Guide
- e. Spotlights
- f. Table and two chairs
- g. Counter cabinet

4. PROGRAM OUTLINES

October 23 - 24, 2010 Buildup days

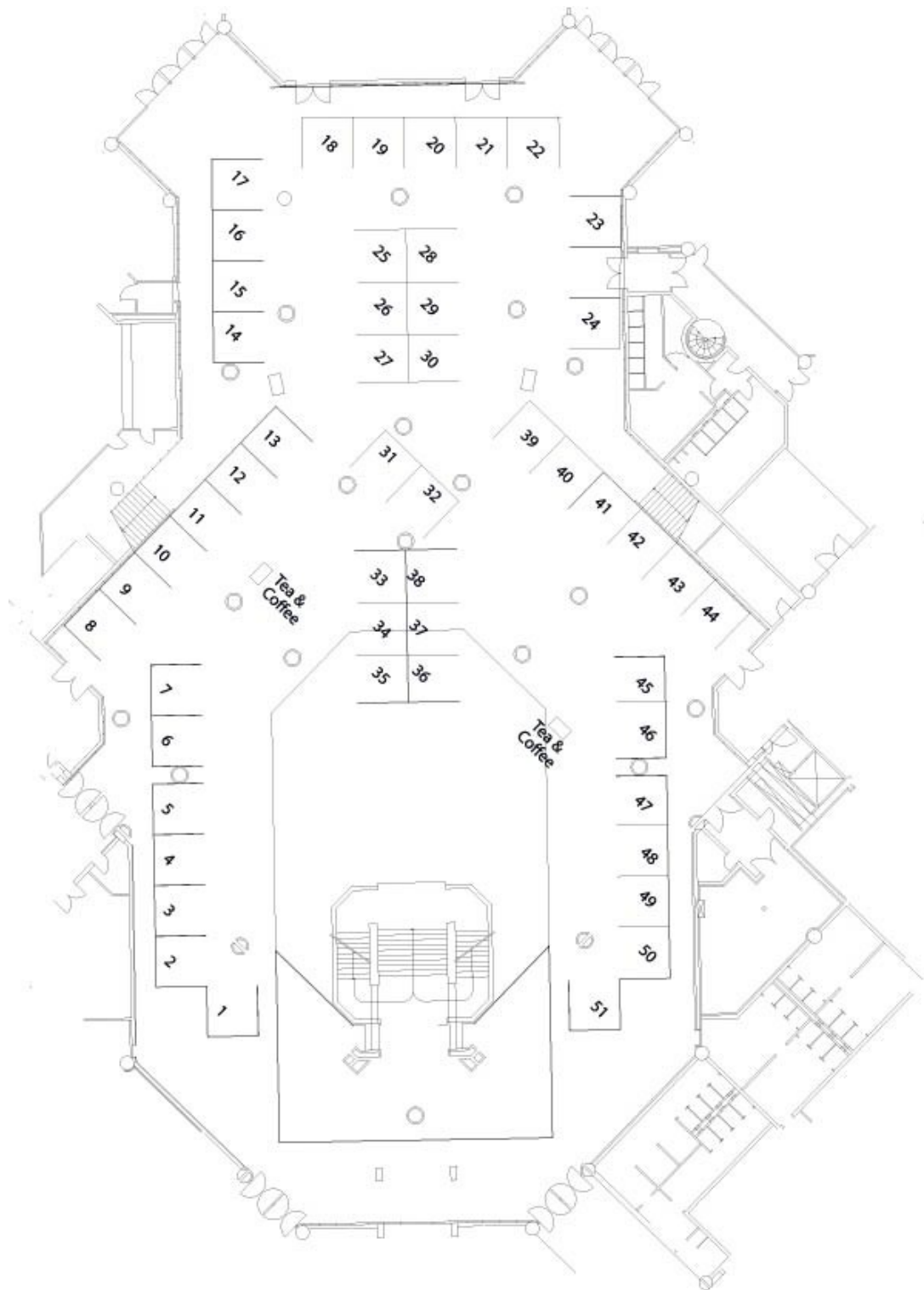
October 24, 2010 Buildup day
Exhibitors' stand dressing
Final clean up

October 25, 2010 Exhibitors take position
10:00 A.M Exhibition Officially opened

October 25-29, 2010 Exhibition opens, each day (10:00 a.m. to 6:00 p.m.)

October 30, 2010 (8:30 –1:00) Stand clearing by exhibitors
(2:00 p.m. onwards) Exhibition breakdown

5. FLOOR PLAN EXHIBITION AREA



Please refer to the floor plan to select your preferred position now!

Stand numbers are allocated by ECA on first come first served basis for those who meet the selection criteria indicated above.

6. INDEMNITY

The Economic Commission for Africa (ECA) will **not** be held responsible by the authorities in Ethiopia for the payment of any customs levy, tax, fine or other costs incurred by an Exhibitor. In any event, the Exhibitor must undertake to indemnify the ECA from and against any payment which ECA may be called upon to make to the authorities on their behalf. Please read and sign the indemnity section of the Registration Form (Form 1).

7. ACCESS TO ECA

7.1 Badges

Exhibitors (and co-exhibitors/staff) are required to wear ID badges at all times in order to gain access to the ECA grounds and the Conference Centre. These will be issued at the UNCC during build-up (See Programme). In order to have your badge ready, please make sure you have completed personal details on the Exhibitors Registration Form.

7.2 Vehicle Pass

Vehicles without proper permits are generally disallowed from ECA grounds. However, during build-up and breakdown, special vehicle passes will be issued. You may apply for these passes by completing Form 5.

8. YOUR EXHIBIT

8.1 Shipping

All samples, brochures, posters, stand equipment, etc. may be imported into Ethiopia as *exhibition material for re-exportation*. Because of ECA's special relationship with Ethiopian Airlines, it is advisable to use this carrier. Goods should be shipped **CIF Addis Ababa** and consigned to:

AARSE 2010 Exhibition
Stand Number:
Economic Commission for Africa (UNECA)
MENELIK II Avenue
Addis Ababa, Ethiopia

The ECA Shipping department will only clear goods for UN-Agencies and UN-Sponsored Organizations. Please ensure that your shippers supply full details of the shipment, including number of boxes, descriptions of contents, quantities and, in the case of radios and electronic equipment, make and serial numbers (See Form 4). Copies of the airway bill, invoices and packing list should be faxed in advance to:

**United Nations Economic Commission for Africa
ICTs and Science & Technology Division (ISTD)
Fax: +251 11 551 0512;**

This will facilitate clearance ahead of arrival of the shipment. Kindly send original invoices and packing lists **with shipment** in compliance with customs regulations.

Customs are closed on weekends, so please take care of this well in advance.

If you intend to bring your goods as accompanied luggage, they should be treated in the same way — with packing lists and invoices faxed to ECA in advance of your arrival and original documents attached to your air ticket.

PS: Non-UN Organizations and companies should make their own shipping arrangements through local clearing agents in Addis Ababa. A list of local shipping and clearing agents are provided below:

United Packers and Movers

Tel. 251-11-122 8090

Fax 251-11-122 8090

Pan Afric Global P.L.C.

Tel. 251-11-551 6250/551 7092/515 3243

Fax 251-11-551 5259

Werteb Shipping and Transit Service P.L.C.

Tel. 251-11-550 4181

Fax 251-11-550 45 90

Packtra Pvt Ltd Company

Tel. 251-11-551 9723

Fax 251-11-551 3788/551 9637

Safe Transit

Tel. 251-11-552 07 21

Fax 251-11-551 34 44

8.2 Security

ECA has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Commission declines responsibility for any loss or damage which may occur, including responsibility for the security of a stand, its exhibits and contents as well as personal property. You are urged to take out your own independent insurance against loss. In our experience, cell phones, briefcases, cameras and handbags are most at risk. Carry these items with you at all times.

9. YOUR EXHIBITION STAND



Standard 6 sqm Exhibition Shell Scheme (booth)

9.1 Stand Construction

- 1
0 a. *Floor Covering*
The Exhibition floors are brown marble and un-carpeted.
- 2 b. *Floor Loading*
The capacity is 500kg per sqm.
- 3 c. *Electricity Supply (per "Exhibition Manual" by a/m)*
The operating voltage available is 220-230 volts.

Please note:

Extended sizes are only available in multiples of standard booth size. Their positioning will be at the discretion of the Exhibition Management.

9.2 Stand Dressing

The shell scheme consists of grey partition walls and fascia board across the front and, where applicable, the sides (see sketch). Company name is supplied in standard lettered graphics (Complete Form 1). **No logos or banners are permitted on the FASCIA boards.** Each unit is fitted with appropriate number of spotlights and electrical outlets and is supplied with 1 table, 2 chairs, and 1 cabinet. Posters and pictures can be attached to the walls by means of **Velcro hooks or Velcro tape. Under no circumstances may nails, glue or double sided tape be used on the Stand system. Any damage done will be charged to the exhibitor's.**

9.3 Stand Safety and Security

ECA reserve the right to remove any item considered dangerous (flammables, explosives, weapons, etc.) from the exhibition area. Fire exits must not be blocked and disused packaging materials must be removed to avoid safety hazards. All items must be placed within the Stand area. No item will be allowed which obstructs the flow of people in the aisles and passageways.

9.4 Sale of Exhibits

Once the exhibition is open, no item may be set up, added or removed from Stands. **No sale of exhibits/products from Stands is permitted**, unless specifically requested and explicitly permitted (in writing) by UNCC in compliance with local authorities.

9.5 Attendance at your Stand

Exhibitors are welcome to share the stand with another organization as long as ECA has agreed thereto. However, only one organization's name may be displayed on the fascia board. **ECA reserve the right to have exhibits of any organization removed for which prior notification of attendance has not been supplied.**

Please ensure that exhibition staff is in attendance at all times. UNCC will provide security staff to safeguard exhibits, but must decline any responsibility for loss or damage which may occur.

9.6 Pricing

The booth rate is \$175.00 per day per standard booth (6sqm). This price is subject to change without notice.

General Information

1. Immigration Requirements

Visas are required for all participants traveling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.

If your country does not have an Ethiopian Diplomatic Mission, ECA will assist you in obtaining a visa upon arrival, subject to prior submission of complete passport details and flight information (cfr. registration form).

You should request visa assistance from ECA well in advance, as it will take at least two weeks to process visa applications and obtain approval from Ministry of Foreign Affairs and Immigration Authorities.

Please carry your **letter of invitation** with you as it is needed to facilitate visas on arrival at Bole International Airport, Addis Ababa.

Please note that an Ethiopian visa costs US\$ 20 - \$50 per person depending on your nationality, and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Expenses incurred in connection with visa requirements are paid in local currency, which can be obtained from the Commercial Bank of Ethiopia at Bole International Airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure. The airport tax on departure from Bole International Airport is US\$ 20.00 payable in cash in US dollars.

Please send the registration form with passport and flight information to the ECA (Fax: +251 11 551 0512, e-mail: gdessalegn@uneca.org).

2. Health care requirements

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days of arriving in the country.

The United Nations Health Care Centre (UNHCC), situated on the ground floor of the UN Conference Centre provides 24 hours medical services. Payments medical services must be made in cash at the visitor's cost. In case of medical or dental emergency, please call the reception desk at telephone numbers 011 544 5502, 011 544 3548, 011 544 3135.

3. Currency/Banks

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit to how much you can bring into the country. Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies.

There is a branch of the Commercial Bank of Ethiopia in the ECA compound. This Bank is open Monday – Friday, from 8:00 a.m. to 12: 30 p.m. and from 2 :00 p.m. 4 :00 p.m. Currency changed into Birr at the Commercial Bank in the ECA compound may be reconverted only at that Commercial Bank, and not exceeding the original converted amount. There is also an authorized exchange centre (Forex) at the Sheraton Hotel. You can withdraw up to \$500 equivalent in local currency using your Visa or Master Card from Dashen Bank at the Sheraton Hotel.

It is to be noted that acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry other means of exchange (traveler’s cheques) and adequate cash in local currency.

4. Airline Reservations

It is required that participants secure their return/onward air passage prior to their arrival to Addis Ababa. There are Airline ticket offices/travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour-related information. The Travel Agency at ECA can be reached at the following telephone numbers:

← **Gashem Travel** Tel: +251 11 515 8932/+251 911 125 0468/ +251 911 120 1239

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

5. Hotel Accommodation¹

For Sheraton and Hilton hotels, ECA has already pre-booked a number of rooms at special rates.

To be a guest of the Sheraton Hotel, please visit :

<http://www.starwoodmeeting.com/StarGroupsWeb/res?id=0801035846&key=CDE03>

For any other preference, please indicate the classification that you are looking for in your registration form so the ECA can find you the best fit.

6. Registration and Identification Badges

Participants are required to register and obtain identification badges prior to opening of the Summit. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, identification badges should be worn by all participants, at all times.

¹ Also available at www.aarse2010.org

7. ICT Services

The UN Conference Centre and the ECA Campus are set up to provide Internet connectivity to WiFi-enabled laptops and personal computers; participants may contact organizers to take advantage of this service.

8. Mobile Phone Services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime.

Kindly note that participants coming from the United States of America can only use triband mobile handsets i.e. (900/1800/1900 MHZ).

9. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude: 2400 meters above sea level. Safety standards are relatively good, but similar precautions as in other metropolitan cities should be taken. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

Right hand traffic rule applies. Regulations restrict certain areas from photography and movement in their vicinity after nightfall.

Additional information on Ethiopia, ECA can be found on the following websites:

<http://www.uneca.org>, <http://www.ethionet.et>, <http://www.ethio.com>,
<http://tour.ethiopianonline.net>

June is a wet season in Ethiopia. The temperature in Addis Ababa during June is between maximum 23 degree Celsius and a minimum of 9 degree Celsius.

Average Weather Condition for Addis Ababa, Ethiopia

Month	Average Sunlight (hours)	Temperature				Discomfort from heat and humidity	Relative humidity		Average Precipitation (mm)	Wet Days (+0.25 mm)
		Average		Record			am	pm		
		Min	Max	Min	Max					
Jan	9	6	24	2	28	-	61	33	13	2
Feb	9	8	24	2	30	-	64	39	38	5
March	8	9	25	3	29	-	58	37	66	8
April	7	10	25	4	31	Moderate	65	44	86	10
May	8	10	25	4	33	Moderate	63	43	86	10
June	6	9	23	7	34	-	76	59	137	20
July	3	10	21	7	31	-	86	73	279	28
Aug	3	10	21	6	29	-	86	72	300	27
Sept	5	9	22	3	27	-	79	64	191	21
Oct	8	7	24	2	33	-	56	39	20	3
Nov	9	6	23	1	27	-	59	37	15	2
Dec	9	5	23	0	28	-	62	29	5	2

10. Electricity Supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket.

11. Guidelines for Personal Security and Safety of Participants

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the ECA premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The United Nations Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this Summit would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are in the ECA premises

- Display your Conference Badges, on demand to an authorized person and wear it visibly;
- Do not leave bags and parcels unattended; this will be confiscated or destroyed;
- Display the vehicle passes issued;
- Do not bring unauthorized persons and children into the conference centre;
- Safeguard your valuable property;
- Check your documents and items before you leave conference halls and meeting rooms; and
- If you lose any valuable items within the premises, inform UN Security and Safety Service or inform the nearest Security Officer.

If you are off the ECA Premises and in the Hotel:

- Upon entering or leaving your room, make it a habit to lock the door;
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc. have been left exposed;
- Deposit valuables or portable items at the reception desk and obtain a receipt;
- Do not open packages delivered to you unless you are expecting them; and
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.

“AARSE 2010” Conference

25-29 October 2010

Exhibitor Registration Form

Deadline 30 September 2010

Please Print

Exhibitor
(Organization/ Company): _____

Exhibit (Type): _____

Stand Number requested:

1st Option: _____ 2nd Option: _____ Multiple: _____

If you require a larger stand, please indicate how many Stand modules you wish to merge.

Stand numbers are allocated on first come first served basis. ECA will allocate the next available stand number if your two choices are already taken.

Principal/ Organization's Contact Person (Director/ Proprietor)

First Name: _____ Family name: _____

Position: _____

Organization: _____

Address: _____

City: _____

Country: _____

Telephone: _____ Fax: _____

Country City Local

Country City Local

E-mail: _____

Persons in Attendance

1. Names: _____

Multiple Stand Occupancy:

List the names and addresses of other organizations you may be representing at your booth (maximum 2)

(Subject to approval)

I hereby indemnify ECA and/or its agents against any and all costs that may be incurred on our behalf during the exhibition.

Name of Company/ Organization -----

Date: _____

Signature: _____ Director/Principal

Please send this registration form by email to gdessalegn@uneca.org or fax it to: +251 11 551 0512 attn: Girma Dessalegn

“AARSE 2010” Conference

25-29 October 2010

Exhibition Equipment Request

Deadline: 30 September 2010

(if available equipment is provided on cost/price will be for duration of exhibition)

Stand Number: _____ (as approved)

Stand Name: _____

Stand Equipment

VCR Video Recorder (PAL system) and
& TV Monitor: rate for Exhibition period

LCD Data Projector:

Computer (CPU, Monitor, Keyboard):

Printer for Computer:

Internet Connection:

Stand Accessories (additional charges):

Suspended Brochure Shelf (2/3 shelf)

Brochure Rack, Large

Brochure Rack, Small

Brochure Rack, Large

Brochure Rack, Large

Brochure Rack, Large

Brochure Rack, Large

Name: _____
Director or Principal of Exhibitor/ Organization

Date: _____

Form IV

“AARSE 2010” Conference

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Exhibition Shipping Request

Deadline: 20 September 2010

Name of Exhibitor: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Shipping:

List goods you will be shipping or bringing as accompanied baggage. In the case of radios and electronic equipment, include make and serial number. Be sure to attach hereto the documents mentioned on *page 4* of this manual. Clearing Agents and Transportation costs will be charged to the Exhibitor's account. Non-UN organizations and companies will be provided a list of agents to contact in Addis Ababa.

Box No.	Contents	Quantity	Make	Serial No.

Please complete the form and fax it to UNECA at +251 11 551 0512

Form V

“AARSE 2010” Conference

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Vehicle Pass Request

Deadline: 15 October 2010

Name of Exhibitor: _____

Stand No. _____

Make	Color	Registration No.	Driver