

ACAT 2023 EXHIBITION GUIDELINES

Exhibiting at ACAT will provide an excellent and effective opportunity to industry players to showcase agricultural technology innovations that contribute to improved productivity and value addition across the agricultural value chain in Africa.

The Conference program will focus on five key themes:

- **Food Security**
- **Enabling Environment**
- **Climate Smart Agriculture**
- **Nutrition Sensitive Agriculture**
- **Food Systems Development**

The below ACAT Exhibition Guidelines are designed to ensure a successful and organized exhibition. They provide guidelines to exhibitors on the requirements and expectations for registering, setting up their booth and showcasing their products or services effectively. All exhibitors will therefore be required to adhere fully to below guidelines governing conduct and participation in the Conference.

Admission to Exhibit

The ACAT Exhibition Committee will have the final decision on admission and relevance of the products and services to be displayed in line with the ACAT 2023 exhibition guidelines.

Exhibition Categories

ACAT 2023 conference exhibition categories include the following:

a) Agricultural Technology and Innovation:

Exhibitors will showcase precision farming technologies, smart agriculture solutions, agricultural machinery, and equipment and will showcase cutting-edge technologies, tools, and innovative solutions that contribute to agricultural resilience and sustainability.

b) Crop and Livestock Management:

Exhibitions will show case techniques for irrigation, soil management, crop protection, animal health, and breeding practices highlighting advancements in practices that enhance resilience to environmental challenges.

c) Agri-Food Processing and Value-Added Products:

Exhibitions will show case innovations in agri-food processing, packaging, and value addition and may include exhibitors showcasing new processing methods, food preservation technologies, and value-added products such as functional foods or specialty agricultural products.

d) Sustainable Farming Practices:

The exhibitions will show case sustainable and environmentally friendly farming practices, including organic farming, permaculture, regenerative agriculture, and agroforestry. Exhibitors in this category may present eco-friendly farming techniques, renewable energy solutions for agriculture, and sustainable resource management practices.

e) Agricultural Research and Development:

Exhibitions will include research institutions, universities, and organizations showcasing their latest findings, projects, and collaborations in agricultural sciences.

f) Agribusiness, Financial and Insurance Services:

The exhibitions will include banks, financial institutions, insurance companies, and agribusiness companies offering financial products and services tailored to the agricultural sector. They will highlight financial services, investment opportunities, and agribusiness solutions that support agricultural resilience and innovation.

g) Government and Policy:

Exhibitions will include government agencies, policymakers, and regulatory bodies involved in shaping agricultural policies, providing support to enhance resilience and innovation in the agricultural sector and those responsible for agriculture, rural development, and sustainability.

Exhibition Booth Categories, Charges, and Space Allocations

- The number of exhibition booths available is limited in the following categories and costs and allocation of space will be done on a “first-come, first-serve” basis.
ACAT 2023 booths dimensions
 - a) **3MX3M = USD 500**
 - b) **3MX6M = USD 1,000**
- Exhibitors will be provided with the conference floor plan or layout of the exhibition area to select their booth space on presentation of proof of payment.

Exhibition Layout

The organizer reserves the right to alter the general layout or limit the space allotted to each exhibitor, postpone the exhibition, or transfer it to another site if unforeseen circumstances warrant such action. Should any contingency prevent the holding of the exhibition, the organizer will not be held liable for expenses incurred other than the cost of exhibition space rental fees.

Exhibition guidelines

- Exhibition set-up will be on **Sunday 29 October 2023, a day prior to the start of the Conference, between 1100hrs-1400hrs.**
- Exhibitions booths will be brought down on the last day of the conference on **Friday 03 November 2023, between 1500hrs-1800hrs** only and not earlier. Please ensure that you remove your equipment/materials, advertisements, etc. by this time.
- ACAT 2023 secretariat will organize a briefing with all exhibitors on all safety precautions.
- Access to the exhibition is authorized on presentation of a badge issued by the organizer. Exhibitors' badges will be issued on the exhibition set up date.
- Exhibitors should comply with the guidelines on the arrangement and display of their products and services.
- This will include guidelines related to safety, fire codes, accessibility, and any restrictions on hazardous materials or flammable substances.

- Exhibitors are required to use their allotted space exclusively and are not permitted to share it with others.
- Displaying of any products or services not disclosed during registration necessitates prior written approval from the ACAT Exhibition Committee and will not be allowed.
- All promotional and marketing activities are confined within the exhibitor's space that will be provided as contracted.
- The exhibitors shall be liable for any shipping, handling procedures, or storage facilities for their goods that will be brought in for exhibition.
- Exhibitors are entirely liable for damages to the stands and properties.
- The rules of the conference venue apply and shall be binding to all exhibitors.
- Sound, electrical and other mechanical appliances must be muffled so that no noise disturbance is caused to other exhibitors.
- Smoking is prohibited in the exhibition area.
- Exhibitors shall liaise with the venue cleaning contractors to ensure cleanliness at the exhibition area.

Cancellation and Refund Policy

- Request for cancellation must be done via by email to ACATpartners@aatf-africa.org
- Cancellation done before **30 September 2023** will be reimbursed 50% of the registration.
- Cancellations after **30 September 2023** will not be reimbursed.
- All reimbursements will be processed within 10 business days after confirmation from ACAT Organizing Committee.
- A refund will be processed via the same payment method as the original receipt of funds.
- Transfer of exhibition space is only allowed once an alternative exhibitor's name may be provided in writing and the booking and funds will be allocated accordingly.
- No refund for no shows by exhibitors.
- Please note that no refund or discount will be made if the event within the registration fee is not taken up or is subsequently cancelled.

Exhibition Terms and Conditions

These exhibition guidelines will serve as Terms and conditions to be adhered to and will be validated by formal response and signing of the **EXHIBITION REGISTRATION AND BOOKING FORM**.