



Exhibitor Rules & Regulations

The following regulations will be enforced during events held at the Jomo Kenyatta Grounds, Kisumu City-Kenya. Any labor or material costs incurred by the Jomo Kenyatta Grounds for violation of these regulations will be billed to Show Management or to the appropriate party.

Building Work Rules

- Exhibitors and Exhibitor Appointed Contractors can use up to three (3) of their own employees to unload, move-in, unpack, erect, assemble, dismantle, repack, move-out and reload their own exhibits and displays.
- In the event more than three (3) employees are needed for the purposes stated above, the requisite labor necessary to complete the aforementioned duties, in addition to those employees up to a maximum of three (3) provided by the Exhibitor, must be arranged by the Organisers.
- The use by Exhibitors of non-mechanized and non-hydraulic material moving equipment such as carts, dollies, luggage carriers and hand-trucks is permitted. The Jomo Kenyatta Grounds does not provide this equipment to exhibitors.
- The use by Exhibitors of mechanized or hydraulic material moving equipment such as pallet jacks, rider jacks, forklifts and scissors-lifts is prohibited. In the event the use of such equipment is required by an Exhibitor, the services of a forklift operator must be arranged by the Organisers.
- Freight or merchandise off-loaded from or re-loaded onto a vehicle that exceeds fourteen (14') in length will require the Exhibitor to utilize event labour for this purpose, the arrangement of which shall be made by the Organisers.
- The use by Exhibitors of hand-held power tools and step-ladders to erect and dismantle their exhibits and displays is permitted, subject to the safety policies and regulations of the Kisumu City Council.

General Exhibitor Rules and Regulations

1. All Exhibitors are subject to the Fire Marshal Regulations of the Kisumu City Council.

2. Exhibitors may only access the loading dock during the move-in/ move-out hours designated by Show Management. No Exhibitor or Vendor will be allowed access to the loading dock prior to the official start time for load in and end time of the event for load out.
3. Exhibitors will have up to 30 minutes to load/unload vehicles and are then required to immediately remove their vehicles from the loading dock area. All vehicles entering or exiting the loading dock are subject to inspection.
4. There is no event or overnight parking permitted on the loading dock. Unauthorized vehicles will be towed at the vehicle owner's expense.
5. Exhibitors may only access back of house areas during designated move-in and move-out times. Access to these areas at any other time is prohibited.
6. Exhibitors must have their event credentials visible at all times. Exhibitors without their badges or show identification will not be permitted on the show floor.
7. All freight and exhibit materials must be moved in and out through authorised entrances.
8. When moving crates or pallets into a carpeted area, plastic or a protective floor covering must be used to cover the carpet. When moving vehicles onto a carpeted area, plastic or plywood must be used to cover the entire route over the carpet. Vehicle wheels must be non-marking or tape must be placed over the black wheels. NO BLACK WHEELS are permitted in carpeted areas.
9. All signage, displays, etc. must be hung from structural steel ONLY by the Organisers labour Contractor. Hanging these items from any other surface or fixture is strictly prohibited.
Items found hanging on these prohibited structures will be removed at owner's expense.
10. The fire extinguisher boxes located on each of the Exhibit Hall support columns MUST remain fully accessible at all times.
11. Adhesive backed (stick-on) decals, advertisements, or similar items may not be distributed or used at the Expo Center.
12. Holes may not be drilled, cored or punched in any surface of the booths.
13. Decorations, signs, banners, etc. may not be taped, nailed, stapled or otherwise fastened to the ceilings, walls, doors, painted surfaces, or columns of the booths.
14. The use of staples to apply skirting to booths tables is strictly prohibited.
15. Helium inflatables such as balloons are not permitted at the show.
16. Exhibitors, Show Management or their Contract Representatives must remove all carpet or floor marking tape immediately the day following the event.

17. Passenger elevators and escalators may not be used for transporting freight from level to level.
18. Golf carts, forklifts, or any other motorized vehicles are not permitted in carpeted areas or lobbies without prior written approval from the Show Management.
19. Food and beverage may only be distributed in 2 oz. sample sizes by its exhibitors, and even then only with prior written approval from Show Management.
20. Exhibitors distributing food products must comply with City Health Codes and be self sufficient. However, there will be food and beverage services at food courts.
21. Outside food and beverage is not allowed inside the Show on event days.
22. The Show is a non-smoking facility. Smoking is not allowed inside the Exhibit Hall or on the loading dock.
23. Unaccompanied children under the age of sixteen (18) years are not permitted on the loading dock or inside the Exhibit Hall during scheduled move-in, set-up, breakdown and move-out of an event.
24. During move-out, all Exhibitors must fully breakdown their booth/display before accessing the loading dock with their vehicles. Vehicle staging on the loading dock is for active loading and unloading only.

***Please direct all questions regarding Exhibitor electric, telecommunications, booth cleaning and other Exhibitor needs to Show Exhibitor Services No. +254 716 933 701/716 933 733. On-site Exhibitor Services representative will be available for questions.**