



The Ministry of Works, Transport
and Communication



Tanzania Transportation
Technology Transfer Centre



Tanzania Roads Association
(TARA)



INTERNATIONAL
ROAD FEDERATION

Regional Seminar and Course on Road Asset Management for Senior Executives and Decision Makers;

Arusha International Conference Centre (AICC), Arusha, Tanzania, 24th – 28th June 2019

EXHIBITION SPACE BOOKING FORM

The purpose of this form is to inform the Organizing Committee of your intention to exhibit at the Regional Seminar and Course on Road Asset Management for Senior Executives and Decision Makers which will take place from 24th – 28th June 2019, at Arusha International Conference Centre (AICC), Arusha, Tanzania. **The exhibition will take place from 24th – 28th June 2019.**

Please fill this exhibition space booking form and submit by email latest by 10th June 2019: to the Secretary of the Organising Committee at email: tanzaniaroads@gmail.com with a copy to hbishanga@yahoo.com and deomutta@gmail.com; Mobile Phone; +255 754362157 or +255 715285355.

Registration Fees			
Categories		Until 10 th June 2019	After 10 th June 2019
Exhibitors	Foreign	USD. 2,000	USD. 2,500
	Local	Tshs. 2,000,000/=	Tshs. 2,500,000/=

The exhibition registration fees cover provision of 3m x 3m stall/booth, chairs, table, electricity power point, lighting, name of exhibitor printed on the booth, and security. Two staff of exhibitor will be provided with meals during the seminar days.

CONDITIONS

- (1) Limited space. First come first served
- (2) All space bookings should be done by completing this form and payments made in advance
- (3) Exhibition items are to be brought to the exhibition area a day before i.e. **on 23rd June 2019** and removed in the evening of **28th June 2019**.

Name of Organization/Firm: _____

Postal Address: _____

Country: _____

Telephone: _____ Fax: _____ E-mail: _____

Type of Business: _____

Products Exhibited: _____

Type/ Size of Stand: _____

Total Cost :(in words) _____

Contact Person: _____ Telephone: _____

Signature: _____ Date: _____

Affix Official Stamp

TERMS OF PAYMENT

It is advised for payment of exhibition registration fees to be made by Bank Transfer to the Tanzania Roads Association Project Account as follows: -

Account Name: **TARA Project Account**

Account Number: **0150360676301**

Bank Name: **CRDB Bank PLC**

Branch Name: **Msasani**

Swift Code: **CORUTZTZ**

Bank Contact: Msasani Tower, Off Kimweri Drive P.O. Box 106263 Dar es Salaam, Tanzania; Tel: +255 22 2923344;
Fax: +255 22 2923345

Please note that for bank transfer:

- The bank transfer charges are fully paid by the exhibitors
- Ensure that the name of the exhibitor and the Regional Seminar and Course on Road Asset Management for Senior Executives and Decision Makers are included as part of the remittance information.

GENERAL CONDITIONS AND CANCELLATION POLICY

Registration	(a)	All exhibition forms must be completed electronically, and sent by e-mail to the Honorary Secretary, Tanzania Roads Association (TARA) at the address mentioned above.
	(b)	Exhibition fees have to be fully paid to receive the confirmation.
	(c)	An official receipt will be forwarded to all registered exhibitors upon receipt of their full payment.
Cancellations/ Refunds	(a)	Exhibition fees are not refundable.