



The Ministry of Works and Transport, Tanzania



Tanzania Transportation Technology Transfer Centre



Tanzania Roads Association (TARA)



International Road Federation
Fédération Routière Internationale
Federación Internacional de Carreteras

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

Arusha International Conference Centre (AICC), Arusha, Tanzania, 7th - 12th June 2021

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 17th – 22nd May 2021, at Arusha International Conference Centre (AICC), Arusha, Tanzania. **The exhibition will take place from 7th - 12th June 2021.**

Please **fill this exhibition space booking form** and submit by email to the Secretary of the Organising Committee at email: info@tara.or.tz; with a copy to hbishanga@yahoo.com and aaawadh@yahoo.com; Mobile Phone; +255 754362157 or +255 713336987.

REGISTRATION FEES

Early bird registration fee for participation in the **Exhibitions** at the Regional Seminar and Course on Road Asset Management for Senior Executives and Decision Makers is Tanzania Shillings **3,000,000/=** for local exhibitors and **USD 2,000** for foreign exhibitors. The deadline for early bird registration is **15th May 2021**. Registration fee **after 15th May 2021** is **Tshs. 3,500,000/=** for local exhibitors only and **USD 2,500** for foreign exhibitors.

Registration Fees			
Categories		Until 15 th May 2021	After 15 th May 2021
Exhibitors	Foreign	USD. 2,000	USD. 2,500
	Local	Tshs. 3,000,000/=	Tshs. 3,500,000/=

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 and course 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 6th June 2021** and removed in the evening of **12th June 2021**.

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.
	(d)	All delegates to attend and participate in the exhibitions including officials/staff of exhibitors will be required to observe the health protective measures/guidelines against COVID-19 pandemic , which includes social distancing of at least one(1) metre, wearing face masks, and hand washing and sanitization.
Cancellations/ Refunds	(a)	Exhibition fees are not refundable.