

**38<sup>th</sup>**

**Nigeria Annual  
International  
Conference &  
Exhibition**

**Theme:**

**"Africa's Energy Corridor:  
Opportunities for Oil & Gas  
Value Maximization through  
Integration and Global  
Approach"**

**5 - 7 August 2014**

**Expo Centre, Eko Hotels & Suites  
Victorial Island, Lagos**

## MESSAGE FROM THE ORGANIZERS

Dear Esteemed Exhibitor,

On behalf of the Nigeria Council of the Society of Petroleum Engineers, we welcome you to the 38<sup>th</sup> Nigeria Annual International Conference & Exhibition (NAICE 2014), and we wish to express our deepest appreciation for choosing to exhibit at the event. This manual has been carefully put together for you.

Please read it as it contains important information to help you prepare for a smooth and successful participation at the event. We will be happy to answer any questions you have and give you any assistance and guidance you require.

The event would take place at the Expo Center of the Eko Hotel and Suites, Victoria Island, Lagos.

We wish you a richly rewarding event and we look forward to working with you to ensure a successful outing for your company.

Thank you.

Exhibition Sub-Committee

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**Welcome Address:**

Welcome to the 38<sup>th</sup> Nigeria Annual International Conference & Exhibition 2014 holding at the Eko Hotel and Suites, Victoria Island Lagos.

As you are aware this year's conference theme focuses on Africa, which underpins the pivotal role of SPE Nigeria Council in the global SPE organization. This conference aims to provide a veritable platform for the examination and discussion of what it will take to achieve Africa's oil and gas production growth ambitions. NAICE 2014 is taking a holistic view of the key enablers that will ensure success. Business leaders are urged to 'think globally, act locally' and this has inspired the theme of NAICE 2014:

***Africa's Energy Corridor:******Opportunities for oil and gas value maximization through integration and global approach.***

As unconventional oil exploration is unfolding, the conference is poised to inspire Africa to attain greater heights in the business of oil and gas with a focus on integration and collaboration amongst various stakeholder groups. NAICE 2014 thus offers an opportunity for capacity building and exchange of ideas as a core objective, with the anticipated high level of participation set to further reinforce these goals.

As in the past, the Expo Center of the Eko Hotel and Suites provides a unique venue that is custom built for exhibitions and conferences of this nature and we are optimistic that you would derive optimum value from your participation as an exhibitor during NAICE 2014.

Once again, thank you for being an essential part of our conference.

Sincerely

**Bernard Oboarekpe**

**Chairman, Society of Petroleum Engineers Nigeria Council, 2013 - 2014**

## Exhibition Schedule

### Exhibitor booth construction:

Booth Constructions starts from 6 am on Sunday August 3rd and ends 6 p.m. on Monday August 4<sup>th</sup> 2014.

All exhibitors are advised to arrive at the venue latest by Sunday, 3rd of August 2014 in order to guarantee timely set up of their booths.

All booths must be fully installed by 1800 hours on Monday August 4<sup>th</sup> 2014.. Construction of booths will not be permitted beyond 1800 hours on Monday August 4<sup>th</sup> 2014. Any defaulting company will be prevented from exhibiting.

NOTE: Forklifts will not be allowed into the exhibition hall.

### Daily Exhibition Schedule

- Exhibition Opening/Closing Times : 8.00am/5.00pm daily August 5<sup>th</sup> to 7<sup>th</sup> 2014  
: 8.00am/2.00pm on 7<sup>th</sup> August 2014
- End of Exhibition/Dismantling of Exhibits: From 2.00pm Thursday 07 August, 2014

### VIP Tour of Exhibition booths

Tuesday, August 5<sup>th</sup> 2014 - 11:30 am – 12:00 noon:

Tour by invited Dignitaries and Top Government Functionaries, CEO's of Parastatals, MDs of IOC's, SPEI President and Dignitaries etc.

### Exhibitors move out/ booth dismantling

Exhibition ends officially by 14:00 hours on Thursday 7<sup>th</sup> August 2014. Dismantling of all booths and equipment will commence from 14:00 hours on Thursday 7<sup>th</sup> August 2014. All dismantled equipment and exhibits are expected to be removed from the hall by 16:00 hours on Thursday 7<sup>th</sup> August 2014.

## Rules and Regulations

1. Access for vehicles carrying goods or merchandise to leave or pick up from the loading area of the Exhibition Arena will be in order of arrival during the setup and dismantling hours.



2. All exhibitors moving goods and various items for their booth set up must enter through the loading area of the Exhibition Arena only.
3. The movement of goods or merchandise and the use of hand trucks or loading carts are prohibited in the lobby area of the Exhibition Arena.
4. All exhibiting personnel must register by themselves or get registered by their company's focal point for group registrations at the NAICE 2014 registration site: <http://connect.spe.org/spenc/naice/naice2014/registration> as exhibitors so as to have a valid exhibitor tag for access into the exhibition hall.
5. During exhibition days exhibition personnel are allowed to arrive one hour earlier (from 07:00 hours) and will be granted access into the exhibition hall to prepare their promotion materials and plan for the exhibition day.
6. All booths must be manned by at least one company representative during official exhibition hours. Exhibit space must be maintained in a neat, orderly manner throughout the exhibition, and no dismantling may begin before the official closing hour on the final day of the exhibition.
7. Exhibitors must wait until 14:00 hours on August 7th, 2014 to dismantle their booth. Failure to comply will lead to the exhibiting company being sanctioned against future exhibitions.
8. Regarding the consumption of alcohol at official SPE Nigeria Council events, SPE encourages everyone to act responsibly within the exhibition area and do not drink and drive nor operate machinery while under the influence of alcohol.
9. Exhibitors are to ensure that booth construction is carried out in a safe manner, and should insist that contractors use proper protective garments and safety procedures are adhered to in order to prevent accidents and injuries.
10. Equipment and displays must be arranged within the booth so that visitors do not block the aisle while examining equipment or watching demonstrations. Normal aisle traffic cannot be blocked at anytime. Should TV/Plasma/LCD screens placed on the outside walls or outer edge of a booth result in blockage of traffic, the exhibition committee reserves the right to ask the screen in question be turned off.
11. **SECURITY:** SPE in partnership with the hotel management will provide appropriate security in order to ensure the safety of attendees and exhibitors. SPE assumes no responsibility for loss, damage or theft incurred to any exhibit or property of the exhibitor. SPE advises that exhibitors are extra vigilant and take extra care not to leave valuables or other sensitive materials exposed to theft or damage.
12. **INSURANCE:** Should it be required, insurance against fire, public liability and theft must be taken out by each exhibitor at its own expense. The insurance is to cover the full period of occupancy of the exhibition hall by the exhibitor, its agents and employees.

- 13. CLEANING AND DISPOSAL OF USED/EXCESS MATERIALS** – Each exhibitor must keep their booths clean and properly dispose of all refuse. All used or leftover materials resulting from delivery, installation and removal activities of the exhibitor shall be disposed of at the exhibitor's expense.

### **Audio Visuals**

Each Exhibiting Company is to provide its audio visual aids for its presentations. Sound systems are allowed in exhibition area. The system must be maintained at a moderate level not to disturb the neighbors or any presentation or negotiation around. SPE will constantly monitor all sound systems. Any violation to this sound regulation will be notified verbally at first, the second time will be a written notice and the third time sound system will be shut down for the rest of the day.

### **Important note on Power Supply**

All exhibitors are required to come along with their own Uninterruptible Power Supply (UPS) systems so as to help keep their audio visuals on display (where applicable) running. Power supply at Eko Hotel has been known not to be steady and it is important for us to maintain a continuous flow of displays. Note that the UPS would only be used to power computer and audio systems set up and NOT lighting.

### **Business Center**

The Society of Petroleum Engineers has a Business Center set up within the Conference arena where you can be helped with fax services, computers with printers and internet, copies, banners, posters etc.

### **Food and Beverage**

The Society of Petroleum Engineers NAICE 2014 organizers have made adequate arrangements for lunch packages for all attendees, exhibitors inclusive.

- The sale of food and beverage is an exclusive service that can be provided only by the Hotel management.
- If the exhibitor's booth is one who presents any kind of food or beverage, it must be approved by the NAICE 2014 conference managers.
- No beverage can be distributed in containers of over 3 oz and food must be distributed in sample sizes.



- If the exhibitor will distribute alcoholic beverages he must provide certification of insurance.

## Decorations

The exhibitor has the opportunity to build what he wants in his booth, as long as it complies with all the regulations specified above.

Booth size restrictions: 4'X3', 3'X3' & 3'X4'

Recommended height of display must not exceed 4.0m. Please note that:

**Head Room main level = 7.96 – 10.17m**

**Head Room between main level & mezzanine = 2.45m**

## Guideline on Roofed Booths

Smoke detectors must be installed in booths that have a roof over them.

The use of confetti or frost is not allowed at NAICE 2014. Any charges related to the cleaning or removal of any of these materials will be borne by the exhibitor.

Candles are not permitted as decoration. Only new and packed candles for sale are allowed.

The exhibitor cannot alter any part of the booth, the floor or the facilities of SPE. Any damage caused by the exhibitor to the structure or facilities of SPE will be billed directly to the exhibitor

Helium balloons are not allowed. There will be a \$100.00 (N16,000) cost per balloon in case of escape within the facilities of the SPE

Although we do not require decoration, we recommend it because it works for your own benefit and for the progress of your business. SPE only provides the space; the exhibitor is responsible for bringing any decorations or equipment needed

## Fire Regulations

The Society of Petroleum Engineers (SPE) mandates a strict adherence to HSSE Safety Code. ***The decision of the Fire Marshal is final.***

1. Exhibitors and all other parties must comply with all Federal and State mandated fire

codes which apply to public assembly facilities.

2. The following materials are prohibited without written consent of SPE: electrical cooking equipment, open flames devices, welding, cutting or brazing equipment, ammunition, radioactive devices, pressure vessels, exhibits involving hazardous processing and materials, fireworks or pyrotechnics, blasting agents/explosives, flammable cryogenic gases, aerosol cans with flammable propellants, gas operated cooking equipment and portable heating equipment.

### Booth Furnishing

Each booth will be provided with the following:

- Power source
- Air-conditioning (facility has central air-condition)
- Space
- Security (will be central)

Each Exhibitor is to provide

- Waste bins
- Chairs
- Lighting

### Exhibitor Registration

Personnel working as your exhibitor must have the access badge visible at all times. See the Exhibitor Badge and Registration details at [www.spenigeriacouncil.org](http://www.spenigeriacouncil.org).

SPE provides complimentary exhibitor registration allocated as follows based on the number of booths that their stands are composed of:

No. of Booths	Exhibitor Only Registration	Full Delegate Registration
1 booth	2	0
2 booths	4	0
3 booths	6	0
4 booths	6	0
5 booths	6	0
6 booths	10	0

The benefits accruing to each category of complimentary registrations is as highlighted in the

grid below:

	LUNCH	ACCESS TO EXHIBITION HALLS	ACCESS TO PANEL SESSIONS	DINNER INVITATIONS	CONFERENCE BAGS
EXHIBITOR	✓	✓	✗	✗	✗
EXHIBITOR DELEGATE	✓	✓	✓	✓	✓

For paid exhibitor attendees, the following rates apply:

EXHIBITOR ONLY	N25,000 (non-SPE members)
	N20,000 (SPE members)
EXHIBITOR DELEGATES	N50,000 (non-SPE members)
	N45,000 (SPE members)

Additional notes on complimentary registrations:

1. The complimentary exhibitor only registrations allow for exhibiting companies to have dedicated booth attendees who have limited benefits and access to the conference proceedings but still allow full access to the exhibition area as well as lunch throughout the duration of NAICE 2014. **Their passes shall be labeled "EXHIBITOR"**. If exhibiting companies require more exhibitor passes beyond the number of complimentary exhibitor passes allotted to their booths (based on no. of booths), such passes would be paid for at the advertised rates for paid attendees (see paid attendees breakdown above).
2. Some exhibiting companies may have some of their staff who desires to attend other conference advertised programs. Passes for such delegates will be paid for at the advertised rates and this category enjoys full conference and exhibition benefits and have unlimited access to all programs throughout the duration of NAICE 2014. **Their passes shall be labeled "EXHIBITOR DELEGATE"**. This label distinguishes them from other paid delegates to the conference so that they can be permitted entry into the exhibition halls at anytime other than the time permitted for other delegates and attendees.
3. Exhibitor companies are to submit in advance names of their personnel who require complimentary exhibitor passes in line with the allocations based on the composition of their booths as outlined in the allocations table above. Further they can also provide

names of additional exhibitor personnel who require paid passes.

4. This year, all registrations pertaining to exhibitor attendees (complimentary and paid) will be coordinated separately from all other attendees to NAICE 2014. Anyone attending the show in a non-exhibitor capacity will register directly with the NAICE 2014 secretariat. Please take careful note of this and kindly advise your companies accordingly.

## **International and local shipping**

Exhibitors shall be responsible for the following:

- Shipping arrangements from home country to Nigeria.
- Clearing within Nigerian Ports.
- Transportation from port to and from Conference venue.

Refer to Appendix 4 of this manual for information on SPE's official shipping and freight forwarding partner for NAICE 2014.

## **Telephone and Internet**

Organizations and individuals may wish to provide own Internet network. However, SPE shall provide on a complimentary basis, a dedicated Internet cafe and a secured high frequency wireless network (Wi-Fi) within the exhibition hall. This service will be made available to all exhibitors and Conference attendees free. Provision of telephone services shall be the sole responsibility of all attendees and exhibitors.

## **Cleanup**

- SPE shall provide cleaning services during the assembly and the days of exhibition in the common area.
- Exhibitor has to make sure that there is no trash or any objects that may be an obstacle on the floor or his booth area. This will help prevent accidents.

## **Parking**

- The parking available is the one designated by Hotel Management
- There is ample parking space for every vehicle type. However request should be made for long vehicles with wide load so that access could be arranged. Security Personnel's

at the entrance may not allow access into event premises without prior information.

## Exhibitor Check List

Things To Do/order	Deadline
Book Exhibition Space	May 30th
Early Bird Booth Payment	June 15th
Company Profile	June 15th
Make Payment for Space	July 15th
Register Exhibitors	June 30th
Booth Construction	6pm, August 4th
Exhibition Closure	12 noon, August 7th
Booth Dismantling / Move Out	2pm, August 7th

## Further information about NAICE 2014

Conference Chair: [conference@spenigeriacouncil.org](mailto:conference@spenigeriacouncil.org)

Exhibition Committee: [exhibitions@spenigeriacouncil.org](mailto:exhibitions@spenigeriacouncil.org)

Registrations: [registrations@spenigeriacouncil.org](mailto:registrations@spenigeriacouncil.org)

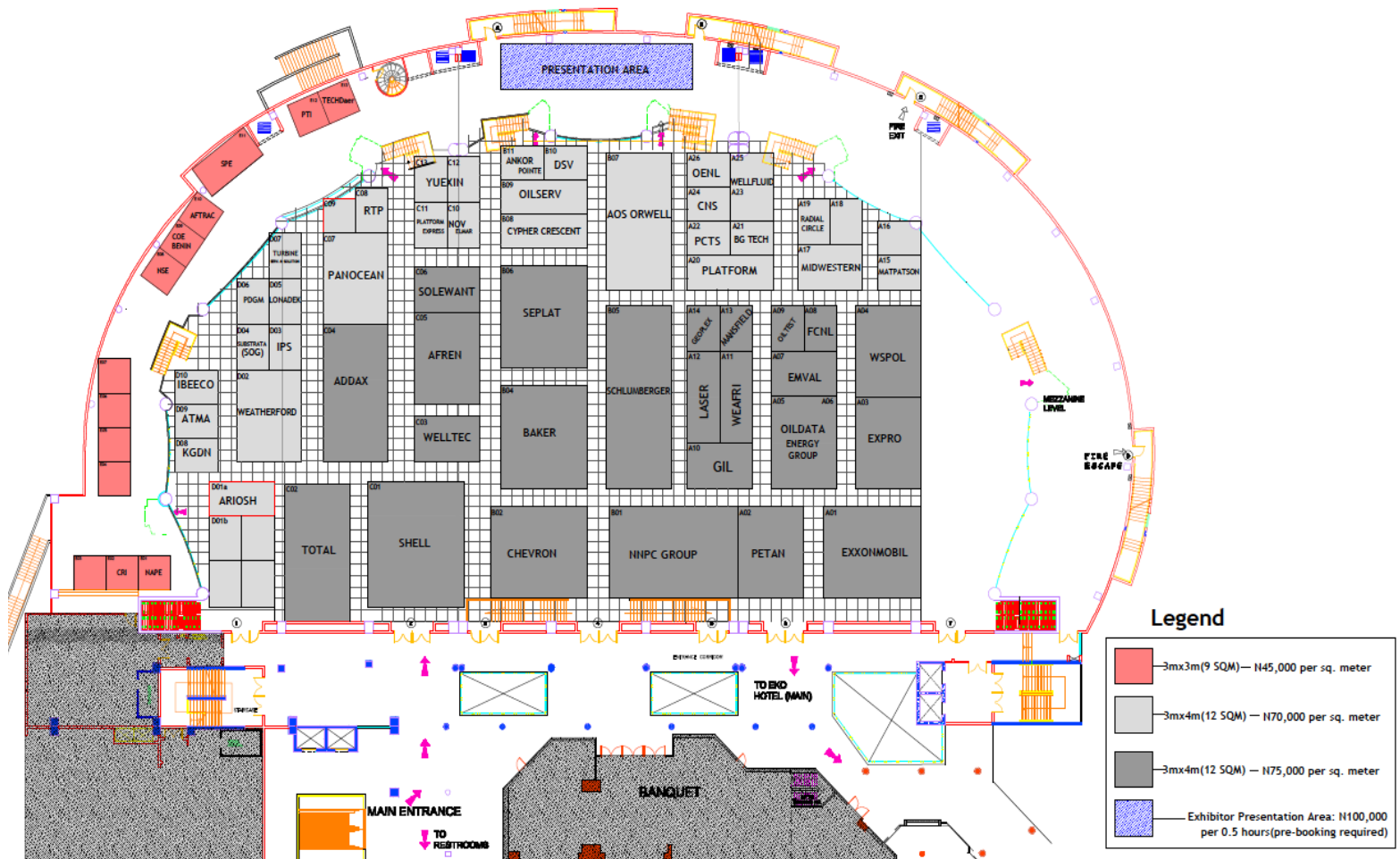
Sponsorships: [sponsorships@spenigeriacouncil.org](mailto:sponsorships@spenigeriacouncil.org)

Accommodation: [accommodation@spenigeriacouncil.org](mailto:accommodation@spenigeriacouncil.org)

Web Address: [www.spenigeriacouncil.org](http://www.spenigeriacouncil.org)

## Appendix 1: Exhibition Floor Plan

# NAICE 2014 EXHIBITION FLOOR MAP





## Appendix 2: Exhibitor contacts

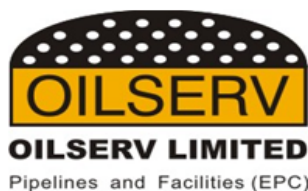
Company	BOOTH NUMBER	Contact Person
Addax Petroleum Development Nigeria Ltd	C04	Yetunde Ajoku
AFREN Nigeria	C05	Sifon Owolo
Afrac	E10	Gordon Nwankwo
Ankor Pointe Integrated	B11	Oluwaseun Ogunbiyi
AOS Orwell Limited	B07	Adedayo Adegun
ATMA Global Resources Nig. Limited	D09	Tony Akwuegbu
Baker Hughes	B04	Deborah Becker
BG Technical	A21	Isaac Ejuomah
Center of Excellence, Uniben	E09	Dr. Kenny Ladipo
Chevron Nigeria Ltd	B02	Yomi Showunmi
CNS Marine	A24	Ismaila Ibrahim
Critical Rescue International	E02	Abayomi Kolade
Cypher Crescent	B08	Tombari Abigail Aadum
DSV Pipetronix	B10	Chinedu Oragwu
EMVAL Nigeria Limited	A07	Valentine Obidi
Expro	A03	Tina Martin
Future Concerns Nigeria Limited	A08	Tony Oguike
Geoplex Drillteq Limited	A14	Akeem Raji
Gil Automations Limited	A10	Gbolahan Lawal
Guangdong Yuexin Ocean Engineering	C12/C13	Katie Yang
I.O. IBEECO INT'L CO. LTD.	D10	David Gogo
Institute of Petroleum Studies	D03	Ikpa Uduma
KGDN Technologies Limited	D08	Emmanuel Nkechika
Laser Engineering	A12	Victoria Byron
Lonadek Nigeria Limited	D05	Ibilola Amao
Mansfield Energy Nigeria Limited	A13	Dipo Soremekun
Matpatson Petroleum Services Limited	A15	Francis Ilesanmi
Midwestern Oil & Gas Co Plc	A17	Adeniyi Majekodunmi
Mobil Producing Nigeria	A01	Temitope Oshuntuyi
Nigerian Agip Oil Company	D01	Tajudeen Adigun
Nigerian Association of Petroleum Explorationists (NAPE)	E01	Innocent Ohimor
NNPC - NPDC/NIPLEX/IDSL/R&D	B01	Atugbokoh Ugo
NOV Elmar	C10	Ian Sutherland
Oildata Wireline Services Limited	A06	Kingsley Idedevbo
Oilserv	B09	Innocent Nwokolo
Ovo Eguono Nigeria Limited	A26	Kevwe Ejome

Pan Ocean Oil Company	C07	Omowunmi Atewogbade
Paradigm	D06	Tanya Arrowsmith
PCTS	A22	Andy Olotu
PETAN	A02	Cyprian Emuchay
Petroleum Training Institute	E12	Mr. Orukele
Platform Express Global Resources	C11	Jack Sopakiribo
Platform Petroleum	A20	Osas Owieadolor
Polaris Consulting Company Limited	A16	Nnenna Dimgba
Radial Circle Telecommunications Ltd	A19	Elvis Ejemai
RTP Engineering	C08	Fidelis Okonkwo
Schlumberger	B05	Andy Olotu
Seplat Petroleum Development Company	B06	Enuoma Okpue
Shell	C01	Ime Uyuoko
Solewant Group	C06	Felix Onyela
SPE	E11	Innocent Ohimor
Substrata Oil and Gas	D04	Kayode Thomas
TECHDaer Services Ltd	E13	Oduche Iloka
The Oiltest Group	A09	Trevor Ajayi
Total E & P Nigeria Limited	C02	Fred OHWAHWA
Turbine Services & Solutions	D07	Obinna Okoroigwe
Walter Smith	A04	Peter Ekhaesomhi
WEAFRI Well Services Company Limited	A11	Olusola Aloba
Weatherford	D02	Emmanuel Aseme
Wellfluid	A23/25	Martins Okoro
Welltec	C03	Susan Keegan Tversted
Xenergi Oilfield Services Limited	A05	Kingsley Idedevbo

Appendix 3: Exhibitor Companies' Logos



## Appendix 3 (continued): Exhibitor Companies' Logos



Appendix 3 (continued): Exhibitor Companies' Logos





## Appendix 4: List of Approved Contractors

### BOOTH CONSTRUCTION CONTRACTORS

<b>Company name:</b>	<b>AFRICAN EXHIBITION SERVICES LTD</b>
Contact Phone number(s):	0803 605 6000
E-mail address:	<a href="mailto:fadi@groupalfa.com">fadi@groupalfa.com</a> / <a href="mailto:aes@groupalfa.com">aes@groupalfa.com</a>
Contact Person:	Fadi Jarmakani
<b>Company name:</b>	<b>BARBWILLOMS LIMITED</b>
Contact Phone number(s):	0703 916 5008
E-mail address:	<a href="mailto:barbwillomss@yahoo.com">barbwillomss@yahoo.com</a>
Contact Person:	Barbara Omigie
<b>Company Name:</b>	<b>FLINTXPOSURES</b>
Contact telephone:	0810 448 3249, 0806 301 1571
Email address	<a href="mailto:oti.ukpai@flintxposures.com">oti.ukpai@flintxposures.com</a>
Contact person	Oti Ukpai and Amaka Ntuabunauzor
<b>Company name:</b>	<b>FOUNTAINSPRING INTERLINKS LTD</b>
Contact Phone number(s):	0802 966 3367, 0802 967 3367, 0802 639 2435
E-mail address:	<a href="mailto:fountainsprings@yahoo.com">fountainsprings@yahoo.com</a>
Contact Person:	Mr. Willy Iniakpaniko
<b>Company name:</b>	<b>H3 ARCHITECTS NIGERIA LIMITED</b>
Contact Phone number(s):	0803 077 4877, 0802 317 7186
E-mail address:	<a href="mailto:h3exhibition@gmail.com">h3exhibition@gmail.com</a> ,
Contact Person:	Victor Imevbore
<b>Company name:</b>	<b>JEZON LIMITED</b>
Contact Phone number(s):	0803 405 7664
E-mail address:	<a href="mailto:praises.jezonng1@yahoo.co.uk">praises.jezonng1@yahoo.co.uk</a>
Contact Person:	Praises Umoren
<b>Company name:</b>	<b>XPLICIT BRANDMAKERS</b>
Contact Phone number(s):	0805 527 0044
E-mail address:	<a href="mailto:xplicitbrandmakers@gmail.com">xplicitbrandmakers@gmail.com</a>
Contact Person:	Felix Ani

### SHIPPING AND FREIGHT FORWARDING CONTRACTOR

<b>Company name:</b>	<b>IQ EXPRESS LIMITED</b>
Contact Phone number(s):	0708 250 3780, 0803 772 2825, +(44) 02032342840
E-mail address:	<a href="mailto:ceo@iqexpress.co.uk">ceo@iqexpress.co.uk</a> , <a href="mailto:info@iqexpress.co.uk">info@iqexpress.co.uk</a>
Contact Person:	Remie Amaechi Ani



**NOTE:**

Exhibitors are free to contact any of the above listed contractors for their booth design/construction and shipping/freight-forwarding needs. SPE Nigeria Council would not be responsible for negotiating with the contractors on behalf of exhibitors and by extension exhibitors would be responsible for settling any charges incurred from the services rendered to them by these contractors.

## Appendix 5: Exhibition Committee

	NAME	AFFILIATION	POSITION	SECTION	EMAIL
1	Debo FAGBAMI	OILDATA	Chairman	103	<a href="mailto:debo.fagbami@oildatainc.com">debo.fagbami@oildatainc.com</a>
2	Abiola ONIKOYI	SHELL	Co-Chair	103	<a href="mailto:abiola.onikoyi@shell.com">abiola.onikoyi@shell.com</a>
3	Rotimi ADEUSI	NPDC	Member	116	<a href="mailto:adeusi.rh@npdc-nigeria.com">adeusi.rh@npdc-nigeria.com</a>
4	Oghogho EFFIOM	SHELL	Member	61	<a href="mailto:oghoghoafe@yahoo.com">oghoghoafe@yahoo.com</a>
5	Lanre SUNMONU	FAMFA OIL	Member	61	<a href="mailto:legendresearch@chevron.com">legendresearch@chevron.com</a>
6	Chris EGWUATU	JOLOMI ENGINEERING	Member	104	<a href="mailto:chrisegwuatu@yahoo.com">chrisegwuatu@yahoo.com</a>
7	Saheed OLOSO	SHELL	Member	103	<a href="mailto:saheed.oloso@shell.com">saheed.oloso@shell.com</a>
8	Ernest MKPASI	EXXONMOBIL	Member	61	<a href="mailto:ernest.e.mkpasi@exxonmobil.com">ernest.e.mkpasi@exxonmobil.com</a>
9	Oluseye OGUNSINA	SHELL	Member	61	<a href="mailto:Oluseye.Ogunsina@shell.com">Oluseye.Ogunsina@shell.com</a>



DEBO FAGBAMI  
CHAIRMAN



ABIOLA ONIKOYI  
CO-CHAIR



ROTIMI ADEWUSI  
MEMBER



LANRE SUNMONU  
MEMBER



OGHOGHO EFFIOM  
MEMBER



SAHEED OLOSO  
MEMBER



CHRIS EGWUATU  
MEMBER



OLUSEYE OGUNSINA  
MEMBER

## Appendix 6: Best Exhibitor Competition

*The primary objective of every exhibitor company is to promote their product and service offering while looking at improving their opportunities in the increasingly competitive business environment. In recognition of the fact that the exhibitor company's effort is also directed towards ensuring that a good exhibit is put up to boost the rating of NAICE as the conference and exhibition event of choice in the Oil and Gas industry, the organizers of the show will be hosting a "Best Exhibitor Competition" at this year's event.*

### ***There will be five prize categories:***

1. Best Exhibitor, Category 1: 6 booths and more
2. Best Exhibitor, Category 2: 2 – 5 booths
3. Best Exhibitor, Category 3: single booths
4. Best Indigenous Exhibitor
5. Best First Time Exhibitor

### ***Your booth will be judged based on the following five criteria:***

- Most interesting technical display
- Most interesting knowledge sharing display
- New knowledge gained at stand
- Aesthetic quality of booth and exhibits
- Quality of souvenirs in the booth
- Staff professional appearance; welcoming and friendly demeanor
- Cleanliness of the booth and ease to information within the booth

***Award plaque will be given to the winning company in each category. It promises to be an interesting event, and all exhibitors are urged to put in their best effort at ensuring they come up with an exhibit that is potentially capable of winning any of this year's awards.***

## Appendix 7: Raffle Draw Competition

*All exhibitors would be given a rubber stamp embossed with the name of their company. On all show days, attendees and visitors to the various exhibitor booths would present a paper containing a tabulated list of exhibiting companies and the rubber stamps would be imprinted against the name of the company corresponding to the visited booth.*

*At the end of each show day each attendee/visitor would submit their fully stamped papers for a raffle draw. The raffled draw would be conducted at a designated spot in the exhibition hall where a winner and 2 runners-up would be selected via raffle. There would be interesting prizes to be given out.*

*The objective of the draw is to promote interaction between visitors to the show and the exhibitors to ensure wide attendee coverage and promote interest in exhibitors' products and services on display.*

*Guidelines for the raffle draw would be announced prior to the draw and the Exhibition Committee reserves the right to disqualify any of the submitted papers if not in line with stipulated guidelines.*