

AFRICAN UNION

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**First High Level AU/Brazil/UNIDO Bio-Fuels Seminar in Africa
30 July – 01 August 2007
AU Headquarters: Addis Ababa, Ethiopia**

Exhibition Manual

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1. INTRODUCTION

The African Union Commission (AU), in a joint collaboration with Brazil and United Nations Industrial Development Organisation (UNIDO), will organize the “First High Level AU/Brazil/UNIDO Biofuels Seminar in Africa” at the Headquarters of the African Union in Addis Ababa, Ethiopia, from 30 July to 1 August 2007. The seminar will review the situation of the Africa’s biofuels industry, explore perspectives of African and international institutions on this type of renewable liquid energy, investigate the Brazilian experience and how Africa can benefit from, and promote an African policies and strategies in the development of this sector in Africa. The seminar will therefore provide and opportunity for the AU and its Member States to get informed about the latest international progress in this technology taking into consideration the diverse agricultural resources available in Africa. It will also help in supporting the growing biofuels industry in the continent to contribute in its socio-economic development. Key issues for consideration are Africa’s capacity to develop a successful biofuels sector, expected challenges, technical factors, technology transfer, cooperation and collaboration among different parties, environmental consideration, socioeconomic growth, poverty eradication, land use, research and development and training and capacity building.

Alongside the seminar, the AU has planned to organize a stand exhibition (sideshow) to reflect African and international activities on biofuels projects and to highlight the status of development in general. The exhibition is meant to be simple and would compose of information kits, pamphlets, photos, charts, diagrams, booklets, journals and newsletters which could be for show or could also be distributed to visitors.

This manual has been designed for the benefit of potential exhibitors such as corporate bodies, organizations or persons who may wish to participate in the exhibition. Registration and other forms annexed to this document should be completed as soon as possible and returned by fax or electronically to the addresses/numbers below:

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Tel: +251 11 551 2622
Fax: +251 11 551 0290

E-mail: MoussaA@africa-union.org
Or

Mr. Philippe NIYONGABO
Head of Energy Division
African Union Commission
P. O. Box 3243, Addis Ababa, Ethiopia
Tel: +251 11 552 5849
Fax: +251 11 552 5855
E-mail: niyongabop@africa-union.org

2. OBJECTIVES OF THE EXHIBITION

Aims and objectives of the exhibition are to:

- represent showcase of activities and programs on biofuels industry carried out by various participants,
- facilitate and establish links between AU, African Member States, Brazil, UN specialized agencies, international institutions, private sector and NGOs on biofuels businesses,
- expand dialogue between parties of diverse activities and interests but all focus on the development of a successful biofuels industry,
- initiate and foster an African international wide network for information exchange,
- promote ideas and perspectives in developing biofuels technology in Africa,
- explore cooperation and collaboration among parties and exchange of experiences,
- share practices and ideas among as many people as possible participate in the meeting,
- provide a forum for providing business opportunities to various participants and stakeholders,
- serve as a knowledge sharing forum and impart technical know-how for African expertise and decision makers,
- enhance the exposure of the African indigenous biofuels technologies, programs and expertise to the international participants and visitors to the exhibition, and
- increase cooperation between Member States, enterprises, organizations, firms and investors.

3. TERMS AND CONDITIONS FOR PARTICIPATION

a) Registration for Participation:

- Interested exhibitors need to fill and return the registration forms annexed at the end of this manual.
 - Each Exhibitor should give brief description of the materials to be presented. It should be as clear as possible since this will be used in the selection process in determining the final list of exhibitors.
- b) **Selection of Exhibitors:**
- The Exhibition Staff (Officers of AU and UNIDO) will handle the selection of potential exhibitors.
 - The Exhibition Staff will facilitate all kind of assistances to participants and coordinate the management of the exhibition site.
- c) **Selection Criteria:**
The following are the criteria to be used:
- Does the showcase relevant to the theme of the seminar?
 - Will the exhibition contribute to the goals of the seminar?
 - Is the exhibitor ready to bear all costs of their participation?
 - Does the exhibitor have an operating program on biofuels production?
 - The selection process should observe fair representation of the five African geographic regions.
- d) **Allocation of Exhibition Space:**
- Exhibition will take place at the Congo Hall inside the AU Compound.
 - Each participant will be allocated a showcase table and mounting stand with total space area of 4 m² (2mx2m).
 - The total number of exhibitors will be determined by July 15th.
 - There will be no shell booths available.
 - Table and mounting of materials will be free.
 - Each table will be supplied with a maximum of 2 chairs, facial label (stand sign), and maximum 2 identification badges.

4. PROGRAM OUTLINES

- July 28, 2007:** 1st Build up day
- July 29, 2007:** 2nd Build up day
Exhibitors' stand dressing
Final clean up
- July 30, 2007:** 9:00 a.m. Exhibitors take position
10:00 a.m: Exhibition opens
- July 30–August 1, 2007:** Exhibition opens each day (10:00 a.m. to 6:00 p.m.)
- August 2, 2007:** (8:30 –12:00) Stand clearing and exhibition breakdown

5. FLOOR PLAN & THE EXHIBITION AREA

The exhibition area at the Congo Hall will be divided into three main sections to accommodate the following groups:

- a) The right hand section of the hall (**Section 1**) will accommodate African private sector, NGOs and research centers,
- b) The middle section of the hall (**Section 2**) will be reserved to Brazil, AU, AFREC, UNIDO, UN Agencies, African institutions and International organizations, and
- c) The left hand side of the hall (**Section 3**) will be designated to African Member States represented by ministries of energy, agriculture and industry.

(Please refer to the Annexed Map of the Congo Hall).

6. TERMS OF SPACE RESERVATION

- a) Stand numbers are allocated by the Exhibition Staff on first come first served basis for those who meet the selection criteria indicated above.
- b) Provision of space will only be made upon receipt of the Exhibition Registration Form and the Exhibition Service Request Form. These forms are annexed at the end of this document.
- c) Except for the delegations of the African Member States, each exhibitor will be entitled to only one single table unless additional tables became available. The Exhibition Staff will administer such requests.
- d) Each Member State will be entitled to maximum of 3 tables for all delegations from that Member State.
- e) Extended tables shall be requested from, and managed by, the Staff.
- f) All exhibitors must abide by the timeframe shown above.

7. INDEMNITY

The African Union (AU) will **NOT** be held responsible by the authorities in Ethiopia for the payment of any customs levy, tax, fine or other costs incurred by an Exhibitor. In any event, the Exhibitor must undertake to indemnify the AU from and against any payment which the AU may be called upon to make to the authorities on their behalf. Please read and sign the indemnity section of the Registration Form (Annexed).

8. ACCESS TO AU

8.1 Badges

Exhibitors are required to wear ID Badges at all times in order to gain access to the AU Compound and the Exhibition Hall. These will be issued at the front gate of the AU Compound in Addis Ababa in the morning of the 1st Build-up Day (See Program above). Please complete and send personal details on the Exhibitors Registration Form (Annexed).

8.2 Vehicle Pass

Vehicles without proper permits are generally disallowed from AU grounds. However, during build-up and breakdown, special vehicle passes will be issued. You may apply for these passes by completing Form 5 (Annexed).

9. Your Exhibits

9.1 Shipping

All samples, brochures, posters, stand equipment, etc. may be imported into Ethiopia as ***exhibition material for re-exportation***. Because of AU's special relationship with Ethiopian Airlines, it is advisable to use this carrier. Goods should be shipped **CIF Addis Ababa** and consigned to:

AU/Brazil/UNIDO Seminar & Exhibition
Stand Number:
African Union Commission (AU)
Addis Ababa, Ethiopia

The AU shall not be responsible to clear any goods for the Exhibition. Exhibitors shall ensure that all their goods are properly shipped and cleared by their own resources.

In case goods were shipped as accompanied luggage, they should be treated in the normal way upon presentation of packing lists and shipping documents attached to the air ticket.

Exhibitors may also make their own shipping arrangements through local clearing agents in Addis Ababa. A list of local shipping and clearing agents are provided below:

United Packers and Movers

Tel. 251-11-122 8090
Fax 251-11-122 8090

Pan Afric Global P.L.C.

Tel. 251-11-551 6250/551 7092/515 3243
Fax 251-11-551 5259

Werteb Shipping and Transit Service P.L.C.

Tel. 251-11-550 4181
Fax 251-11-550 45 90
Packtra Pvt Ltd Company
Tel. 251-11-551 9723
Fax 251-11-551 3788/551 9637

Safe Transit

Tel. 251-11-552 07 21
Fax 251-11-551 34 44

9.2 Security

AU has 24-hour security and every effort will be made to ensure the security of exhibits. Nevertheless, the Commission declines responsibility for any loss or damage which may occur, including responsibility for the security of a stand, its exhibits and contents as well as personal property. You are urged to take out your own independent insurance against loss. In our experience, cell phones, briefcases, cameras and handbags are most at risk. Carry these items with you at all times.

10. THE EXHIBITION STAND



Standard 2 m² Exhibition Stand

10.1 Stand Construction

- a. *Floor Covering*
The Exhibition floors are gray colored and un-carpeted.
- b. *Electricity Supply*
The operating voltage available is 220-230 volts.

10.2 Stand Features

- The stand scheme shall consist of 1 table, 2 chairs and fascia board extends up-ward across the back of the table (see photo above).
- There will be no partition walls between exhibitions but only maximum one meter space.
- Exhibitor's name will be supplied in standard lettered graphics.

- The Exhibition Hall will be well lighted to the extent that there will be no need for spot lighting on the units but the Exhibition Staff will assess such need if arises.
- Electrical outlets shall be supplied on request.
- Posters and pictures can be attached to the boards by means of **Velcro hooks or Velcro tape. Under no circumstances may nails, glue or double sided tape be used on the Stand system. Any damage done will be charged to the exhibitor's.**

10.3 Stand Safety and Security

- AU Security Officers reserve the right to remove any item considered dangerous (flammables, explosives, weapons, etc.) from the exhibition area.
- Fire exits must not be blocked and disused packaging materials must be removed to avoid safety hazards.
- All items must be placed within the Stand area.
- No item will be allowed which obstructs the flow of people in the aisles and passageways.

10.4 Sale of Exhibits

- **No sale of exhibits/products from Stands is permitted**, unless specifically requested and explicitly permitted (in writing) by AU in compliance with local authorities.
- Once the exhibition is open, no item may be set up, added or removed from Stands. All that should be completed before the official opening of the exhibitions.
- Exhibitors shall be allowed to distribute free items, brochures or information kits to visitors.

10.5 Attendance at the Stand

- Exhibitors are welcome to share the Stand with another organization as long as AU has agreed thereto. However, only one organization's name may be displayed on the fascia board.
- **AU reserves the right to have exhibits of any organization removed for which prior notification of attendance has not been supplied.** Please ensure that exhibition staff is in attendance at all times.
- AU will provide security staff to safeguard exhibits, but must decline any responsibility for loss or damage which may occur.

11. GENERAL INFORMATION

11.1. Immigration Requirements

Visas are required for all participants travelling to Ethiopia, except for nationals of Djibouti and Kenya. Participants from countries that have Ethiopian diplomatic

missions are required by the Ethiopian immigration authorities to secure their visas from those missions.

Participants from such countries must obtain a visa through the Ethiopian Diplomatic Mission before departure. These include holders of diplomatic and service passports as well as United Nations Laissez-Passer.

If your country does not have an Ethiopian Diplomatic Mission, AU will assist you in obtaining a visa upon arrival, subject to prior submission of complete passport details and flight information (refer to registration form).

You should request visa assistance from AU well in advance; as it will take at least two weeks to process visa applications and obtain approval from Ministry of Foreign Affairs and Immigration Authorities.

Please carry your letter of invitation with you as it is needed to facilitate visas on arrival at Bole International Airport, Addis Ababa.

Please note that an Ethiopian visa costs US\$ 20 - \$50 per person depending on your nationality, and payment must be made at the time of issue. Holders of diplomatic and service passports as well as United Nations Laissez-Passer will receive visas gratis. Expenses incurred in connection with visa requirements are paid in local currency, which can be obtained from the Commercial Bank of Ethiopia at Bole International Airport. Bank receipts for money changed at the airport must be kept securely as they may be asked for upon departure. The airport tax on departure from Bole International Airport is US\$ 20.00 payable in cash in US dollars.

Please send the registration form with passport and flight information to the AU: (Fax: +251-11- 552 5855).

11.2. Health Care Requirements

Prior to entry, visitors to Ethiopia should be in possession of a valid inoculation certificate for yellow fever. Vaccination against cholera is also required for any person who has visited or transited a cholera-infected area within six days of arriving in the country.

The AU Health Care Center, situated in the AU Compound provides medical services during office working hours. Payments medical services must be made in cash at the visitor's cost. In case of medical or dental emergency during your stay in the hotel please call the hotel services.

11.3. Currency/Banks

All foreign currency in your possession should be declared on the blue currency declaration form upon arrival at Bole International Airport. There is no limit to how

much you can bring into the country. Ethiopian currency is denominated in « Birr » and « centimes ». The bank rate of exchange varies.

There is a branch of the Commercial Bank of Ethiopia in the AU compound. This Bank is open Monday – Friday, from 8:00 a.m. to 12: 30 p.m. and from 2 :00 p.m. 4 :00 p.m. Currency changed into Birr at the Commercial Bank in the AU compound may reconverted only at that Commercial Bank, and not exceeding the original converted amount. There are also authorized exchange centers at the Hilton and Sheraton Hotels. You can also withdraw up to \$500 equivalent in local currency using your Visa or Master Card from Dashen Bank at the Sheraton Hotel.

It is to be noted that acceptance of credit cards is limited to a few hotels and restaurants. It is therefore advisable to carry other means of exchange (traveller's cheques) and adequate cash in local currency.

11.4. Airline Reservations

A number of International Airlines operate to and from Addis Ababa. It is required that participants secure their return/onward air passage prior to their arrival to Addis Ababa. There are travel agencies on site at ECA to assist with re-confirmation of tickets and to provide participants with travel and tour-related information. Travel Agencies at ECA can be reached at the following telephone numbers:

Safeway Travel Tel: +251-11-544-31-57 / +251-911-120-3707 / +251 911 120 0077

Gashem Travel Tel: +251-11-515-8932 / +251-911-125-0468 / +251 911 120 1239

Airlink Tel: +251-11-544-3610 /1/2/3 and +251-911-125-0156

Ethiopian Airlines and Kenya Airways have offices at the AU Compound.

Please have your ticket available when visiting the travel agencies/desks to re-confirm flights.

11.5. Hotel Accommodation

- Booking at the hotel can be made at several hotels around Addis Ababa. List of some hotels with their contact numbers and room class/rates are displayed down here.
- Participants will be responsible for hotel accommodation costs and all additional costs, i.e. breakfast (where not included), telephone, Internet/fax, room service, mini-bar, laundry, additional meals such as lunch and dinner – these must be paid by participants directly to the hotel at checkout.
- Since Addis Ababa is a city of busy conferences round the year, it is advised to book early enough ahead of arrival.
- Rates are inclusive of breakfast, service charge and VAT unless where indicated. Rates are quoted on Single Rooms and Double Rooms basis. (Please check as rates may have changed since press time).

SHERATON ADDIS (00251-11-5173610)**Fax: 00251-11-5531413/14****E-mail: reservationsaddisethiopia@luxurycollection.com**

Class	Room Type	Rack Rate (US\$)	Corporate Rate (US\$)
Club Room	Single	335	140
	Double	395	140
Executive Room	Single	420	215
	Double	480	230
Classic Suite	Single	710	440
	Double	710	440
Junior Suite	Single	800	495
	Double	800	495
Executive Suite	Single	4810	2960
	Double	4810	2960

Please note that the above rates are subject to 10% Service charge and 15% VAT

HILTON HOTEL (00251-11-5518400)**Fax: 00251-11-5510064****E-mail: hiltonaddis@telecom.net.et**

Class	Room Type	Corporate Rates (US\$)
Superior	Single	95
	Double	110
Executive Floor	Single	165
	Double	180
Duplex Suite	Single	170
	Double	185
Corner Suite	Single	170
	Double	185
Deluxe Suite	Single	250
	Double	265
State Suite	Single	400
	Double	415

Please note that the above rates are subject to 10% Service charge and 15% VAT

KINGS HOTEL (00251-11-371 13 00)**E-mail: kingshotel@ethionet.et**

Class	Room Type	Corporate Rates (US\$)
Rooms with Breakfast	Standard	50
	Suite	62

HOTEL DE FRANCE (00251-11-554 73 89/90)

Fax: 00251-11-554 73 91

E-mail: hotelfrance@ethionet.et

Class	Room Type	Corporate Rates (US\$)
Rooms with Breakfast	Small Suite	56
	Suite	67

11.6. Registration and Identification Badges

Participants are required to register and obtain identification badges prior to opening of the Seminar/Exhibition. Kindly also carry your invitation letter and personal identification for onsite accreditation. For identification and security reasons, identification badges should be worn by all participants, at all times.

11.7. ICT Services

The AU will set up to provide Internet service and internet connectivity to personal laptops; participants are free to take advantage of this service.

11.8. Mobile Phone Services

Participants are encouraged to come to Addis Ababa with their dual band mobile handsets (900/1800 MHZ). Ethiopian Telecommunication Company offers SIM Cards with pre-charged airtime.

The total package which costs \$US 50 and includes \$US 12 airtime. Kindly note that participants coming from the United States of America can only use triband mobile handsets i.e. (900/1800/1900 MHZ).

11.9. General Information about Addis Ababa and Ethiopia

Addis Ababa is a city at high altitude: 2400 meters above sea level. Safety standards are relatively good, but similar precautions as in other metropolitan cities should be taken. The predominant language spoken in Addis Ababa is Amharic, but English is widely understood as well. Communication in French is quite limited and minimal in Italian and Arabic.

Right hand traffic rule applies. Regulations restrict certain areas from photography and movement in their vicinity after nightfall.

Additional information on Ethiopia and AU can be found on the following websites:

<http://www.Africa-union.org>

<http://www.uneca.org>

<http://www.telecom.net.et>

<http://www.ethio.com>

<http://tour.ethiopianonline.net>

July and August are wet seasons in Ethiopia as autumn season takes off. The temperature in Addis Ababa during this season is fair around maximum 24 degree Celsius and a minimum of 6 degree Celsius in the nights.

11.10. Electricity Supply

Electric supply in Ethiopia is 220-240 volts, 50 cycles AC accessible via 13-amp, two pin (Italian) socket.

11.11. Guidelines for Personal Security and Safety of Participants

Personal security is an individual responsibility. Using common sense and being alert can reduce risks. The aim of this Security Bulletin is to provide conference participants, with the necessary personal security advice, making them aware of the existing security rules and regulations that apply within the AU premises and in Addis Ababa.

The best way to be safe is to avoid trouble at all cost, rather than having to extricate yourself later. The AU Security and Safety service is always ready to serve all its clients. In this regard, the cooperation of all participants at this Seminar would help us a great deal in ensuring the safety of your valuables and your personal security.

Do the following while you are in the AU premises

- Display your Seminar Badges, on demand to an authorized person and wear it visibly;
- Do not leave bags and parcels unattended; this will be confiscated or destroyed;
- Display the vehicle passes issued;
- Do not bring unauthorized persons and children into the conference center;
- Safeguard your valuable property;
- Check your documents and items before you leave conference halls and meeting rooms; and
- If you lose any valuable items within the premises, inform AU Security and Safety Service or inform the nearest Security Officer.

If you are off the AU Premises and in the Hotel:

- Upon entering or leaving your room, make it a habit to lock the door;
- Before leaving, inspect your room to make sure no money, jewellery, cameras, etc. have been left exposed;
- Deposit valuables or portable items at the reception desk and obtain a receipt;
- Do not open packages delivered to you unless you are expecting them; and
- Should you observe anything suspicious or out of the ordinary, please contact Security Service.