

18th

22 NOV
03 DEC
2023

LOME

INTERNATIONAL TRADE FAIR

Fair of all opportunities



FEDERATE



INNOVATE



EXCHANGE



DEVELOP

INFORMATION GUIDE

Theme : "Connecting markets for strong trade growth"

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CETEF-LOME

Togolese Center of Exhibitions and Fairs of Lomé

18TH LOME INTERNATIONAL TRADE FAIR

PERIOD

Wednesday, 22th November to
Sunday, 03th December, 2023

ORGANISER

Togolese Center of Exhibitions and Fairs
of Lomé under the Ministry of Trade,
Industry and Local Consumption.

VENUE

Togolese Center of Exhibitions and Fairs
of Lomé

THEME

« Connecting markets for strong
trade growth »

PRESENTATION OF THE 18TH LOME INTERNATIONAL TRADE FAIR

The 18th Lomé International Trade Fair opens its doors from 22nd November to 03th December 2023 on the grounds of the Centre Togolais des Expositions et Foires de Lomé (CETEF-LOME). A key event in West Africa and an ideal setting for the promotion of products and services, business contacts and exchanges, and the search for trading partners, the Lomé International Trade Fair (FIL) which has been organised since 1985, remains one of the greatest economic meetings in Africa in general and in the West African sub-region in particular.

The presence of several hundred public and private companies of different sectors coming from all the continents, presents a certain interest for the development of your business relations.

Covering an area of 90 000 m², the Center which is 5 minutes from the Gnassingbé Eyadema International Airport is easily and quickly accessible to the general public (taxis, “motor-taxis”, buses, etc.). The Lomé Trade Fair is not only a place to launch your products

but also an opportunity to highlight the festive aspect of the fair through soirées, fashion shows and other related activities, etc.. For this year’s edition, the fair will once again be full of business meetings, lectures, seminars, round tables, etc... It is an occasion for you all to take part in this fair to be held in Lomé, the Togolese capital, and which attracts several thousands of visitors every year.

Welcome to the 18th Lome International Fair for 12 days of trade.

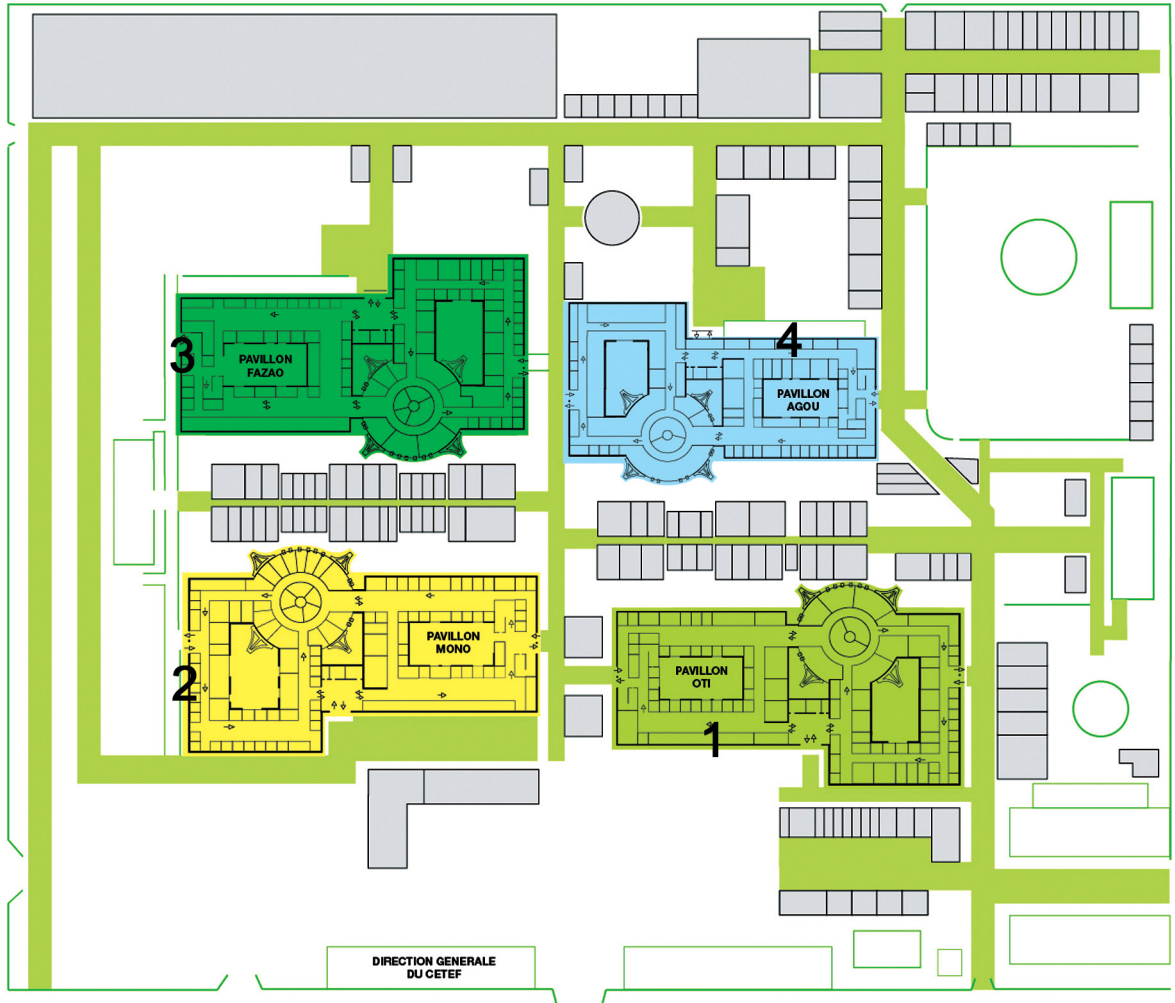
BRIEF OVERVIEW OF THE EXHIBITION CENTER






The Centre Togolais des Expositions et Foires de Lomé (CETEF-LOME) is situated northeast of Lomé near the GNASSINGBE Eyadema International Airport. For thirty years, it has offered a unique platform to the business community in Togo, from Africa and the other parts of the world in November and December to exchange and promote business annually at the Foire Internationale de Lomé/ the Lomé International Trade Fair (FIL).

Foule de visiteurs à la Foire Internationale de Lomé



SITEMAP



-  PAVILLON OTI
-  PAVILLON MONO
-  PAVILLON FAZAO
-  PAVILLON AGOU
-  GALLERY AND EXTERIOR SPACE



Since its creation, the fair has had its glorious moments before slacking for ten years due to the socio-political upheavals.

But since 1985, it has been revived and the editions have been following one another but they are not alike.

The chart overleaf shows that the number of exhibitors and visitors is continually growing as well as that of participating countries.

The FIL started as a biannual event but since 2009, it has become an annual affair. The prestigious site of CETEF "TOGO 2000", comprises four (04) covered pavilions of about 6,000 m² each, of which two (02) are completely air-conditioned, a semi-covered shopping area of 32 000 m² and an outer space of 27 000 m².

ORGANISERS

Under the aegis of the Ministry of Trade, Industry and Local Consumption, the 18th Lomé International Fair is organised by the Direction du Centre Togolais des Expositions et Foires de Lomé «TOGO 2000».



OUR MISSIONS

- Organisation of and participation in fairs, shows and exhibitions outside the country,
- Organisation and participation of Togo in sub-regional and international universal exhibitions,
- Informing economic operators and other organisations for the promotion of these events outside the country,

- *Supervising Togolese exhibitors during their participations in international fairs,*
- *Renting spaces for some events (weddings, diploma and certificate award ceremonies, festive soirées, lectures,)*

THE LOME INTERNATIONAL TRADE FAIR (FIL) IN FIGURES

LOME INTERNATIONAL TRADE FAIR (FIL)	AREA OCCUPIED	NUMBER OF EXHIBITORS	NUMBER OF VISITORS	NUMBER OF PARTICIPATING COUNTRIES
15 th FIL	17 785 m ²	957	256 330	19
16 ^h FIL	17 815 m ²	995	308 725	19
17 th FIL	18 383 m ²	1148	325 000	22



At the 17th International Fair in Lomé, the total area occupied was 18 383 m².

The number of exhibitors was 1148 while the number of participating countries was 22.

WHY SHOULD YOU BE PRESENT AT THE LOME INTERNATIONAL FAIR ?

- *Avoir accès à un marché sous Have access to the sub-regional market with about 300 million consumers;*
- *Exhibit the activities of the principal stakeholders of the business community of the national economy;*
- *Discover the different economic, cultural and tourist potentialities of the participating countries;*
- *Widen and strengthen business relations between national exhibitors and those of the friendly countries present at the fair;*

- Promote Togolese firms which are export oriented;
- Increase the level of trade and economic activities among the countries of the sub-region;
- Target potential foreign markets;
- Stimulate people to have an enterprising spirit;
- Attract foreign investors;
- Create opportunities for participants to meet new customers and suppliers and to understand market needs;
- Introduce new products and services;
- Launch sales;
- Managing relations between today's customer and that of the future.



SEVEN (7) GOOD REASONS WHY YOU SHOULD PARTICIPATE IN THE LOME INTERNATIONAL TRADE FAIR

1. Meet new partners;
2. Promote your products and services;
3. Develop your brand image and increase your public reputation;
4. Have access to the international market;
5. Meet new investors;
6. Allow African countries to show their resources;
7. Participate in the development of Togo, ECOWAS and Africa.

TO BE A PARTNER OF THE LOME INTERNATIONAL TRADE FAIR MEANS ONE SHOULD :

- *Be present and visible at the biggest outreach event in Togo;*
- *Appear in the fair catalogue;*
- *Be associated with a famous event;*
- *Have the possibility of maximizing your communication;*
- *Have the possibility of appearing, in a privileged way, in all our communication medium (Website, Facebook, mobile application).*

SPONSORSHIP

Sponsorship opportunity is offered companies which would like to associate the image of their institution, their facility or their brand with the organisation of the fair and benefit from related advantages.

For more information, contact the management of the CETEF-LOME or send a mail to : ceteflome@cetef.tg



SPONSORS OF THE 17TH LOME INTERNATIONAL FAIR

The CETEF-LOME enjoys support and sponsorship from many local companies and organisations such as :



TECHNICAL SHEET

ORGANISER :

Under the aegis of the Ministry of Trade, Industry and Local Consumption

SPECIAL FEATURES :

Key event of West Africa which has regularly been organised since 2003, ideal setting for the promotion of exchanges and a privileged venue to search for trading partners.

VENUE :

Centre Togolais des Expositions et Foires de Lomé

DATE :

From 22th November to 03th December 2023

SLOGAN :

«The Lomé International Trade Fair : the fair of all opportunities»



GENERAL PROVISIONS

1. This regulation is completed by a “guide” or a “handbook of the exhibitor”. The term «guide or handbook of the exhibitor» is the document given out or sent when the exhibitor fills out his/her participation application form or made available on the

website of the CETEF (www.cetef.tg). It contains information related to the event , rules and regulations, service order forms, and any other pertinent information concerning the exhibitor’s participation in the Lomé International Trade Fair (FIL). Its enforcement as a whole concerns the exhibitor.

2. The term «stand» is the space covered for the presentation of products and services, or the space used to gather customers or colleagues. The term «Lomé International Trade Fair Catalogue» is an electronic document or paper containing the list of the exhibitors, their contacts, the stands allotment plans and any other information relating to the Lomé International Trade Fair (FIL).

3. While signing the participation form, the exhibitors shall accept all the conditions as well as those that particular and new circumstances shall impose. In addition, the exhibitors undertake to respect the set of legal and regulatory prescriptions in force, among others, labour laws and safety regulations.

THE LAYOUT OF THE EXHIBITION GROUNDS

- National stands;
- International space;
- Artisans exhibition zone;
- Sponsors village;
- Thematic space;
- Catering area;
- Business meeting facilities;
- Entertainment space;
- Others.

National stands :

These are lively representation stands organised by the promotion facilities or the economic operators, more often than often not, from the West African sub-region or from other parts of the continent.....

International Space :

It is one of the innovations of the 12th Lomé International Trade Fair. It is an area reserved for exhibitors from the rest of the world who wish to spend 17 days at the fair.

Artisans exhibition zone :

It is an area for the exhibition of arts and crafts from Togo and other countries. This area is growing in scale from fair to fair.

Sponsors village :

This “village” is exclusively reserved for the sponsors and the partners of the Lomé International Trade Fair.



Press Village :

The journalists at the FIL have a place reserved for them. The Press Village located in one of the pavilions is the place where journalists will write their articles and prepare the press pit, in order to accompany the advertisers/announcers.

Catering and Leisure area :

This is the most lively place of the fair especially at weekends. There about thirty bar-restaurants, stands for degustation and different games.

Meeting rooms :

The facilities are well laid out for business encounters such as B to B, meetings, lectures, etc. which will allow economic operators and businessmen/women to promote their products and services and to establish partnerships.

Entertainment space :

This is an area for entertainment and cultural activities. These events take place on weekends : artistes, humorists, ballets, etc.. are in attendance. During the week, promotion of products exhibited at the fair is also organised.

PROMOTION OF THE 18TH LOME INTERNATIONAL TRADE FAIR

An important promotion campaign has been earmarked. It comprises mainly : Poster advertising : Posters (big and small), banners;

Advertising : Press-Radio-TV (spots);
 Press relations : Press kit, press release, interviews, press coverage;

Public relations : Lectures, participation in events, meetings;

Internet : General information, plans, on-line registration, advertising;

Social media : Facebook, WhatsApp, YouTube, twitter.

Promotional actions during the fair

Every exhibitor has the possibility to organise in collaboration with the promotion department advertising campaigns in order to increase the effectiveness of his/her presence at the fair. For example :

- ***Lectures on new products, news, fashion, trends, markets, companies etc..***
- ***Invitation to representatives of firms;***
- ***Press kit;***
- ***Advertising in the official catalogue as well as in the Press, on the Radio and the TV, mobile application of the fair, etc..***
- ***Cocktails at the stands, inside or outside the fairgrounds;***
- ***Reception for visitors at the VIP lounge;***
- ***Production of promotional tools such as video advertising, etc.***

Possibility of advertising through the following medium

- *Fairgrounds;*
- *Fair catalogue;*
- *Fair application;*
- *TV and Radio partners of the Fair;*
- *Banners inside or outside the fairgrounds;*
- *Hoarding in town and on the fairgrounds;*
- *Advertising on the walls of and inside the fairgrounds and in town;*
- *Advertising brochures, posters, stickers, gadgets (key rings, pens, T-shirts, etc.)*

THE TARGET GROUPS OF THE 18TH LOME INTERNATIONAL TRADE FAIR

- *Trade and institutional organisations;*
- *International and governmental organisations;*
- *ECOWAS countries;*
- *Diplomatic missions and trade representatives;*
- *Small and medium-sized enterprises;*
- *Traders, industrialists, agro-industrialists, artisans;*
- *Government-owned and parastatal agencies;*
- *Research and educational institutions;*
- *Regional administrations;*
- *Togolese of the Diaspora;*
- *Countries from the rest of the world.*



Promotions during the Fair

A wide range of marketing and communication actions are organised on different occasions during the fair.

Promotion activities at the fair are also possible through the days set aside for companies, countries and floats on the main streets of Lomé. It is also an opportunity to promote on the spot :

- **Products;**
- **Companies;**
- **Cultural activities; (Fashion show,**
- **artistic performance, etc...);**
- **And others.**

To that purpose, you will have at your disposal the media : TV, Radio, Press, giant screens, the Fair application, the website of the CETEF in order to ensure the successful promotion of your products.

Diversity of meetings

Among the activities, we have :

- **Business and partnership meetings**
- **(B to B sessions);**
- **Lectures, seminars and colloquia (with themes relating to the promotion of trade and business);**
- **Roundtable discussions and fora;**
- **Contests, games and raffles.**

For further information concerning any possible participation, please consult the registration form attached. Other activities as a fringe event of the Fair :

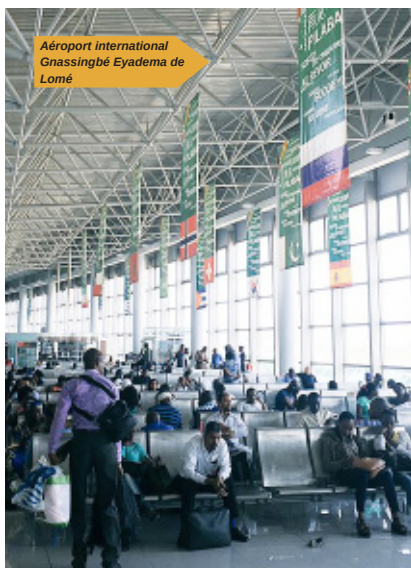
- **Publicity caravan;**
- **Cultural nights - concerts;**
- **FIL night;**
- **Certificates/Trophies awards ceremony.**



Business and partnership meetings

The objective of the meetings called «B to B» is to bring together the business community, exhibitors and non exhibitors at the fair around the same table to discuss their products and services, their transaction conditions and the form of partnerships to put in place between them. This is a new opportunity being offered at the fair; it has proved its worth at previous Fairs.





TRANSPORT

facilitate the border formalities if they are informed as early as possible.

Air Transport

Airlines through travel agencies serve Lomé with regular and reliable flights (Air France, Brussels Airlines, Ethiopian Airlines, Royal Air Maroc, ASKY Airlines, Air Burkina, etc.).

Urban Transport

Public transport buses (SOTRAL) and taxis will ply between Lomé and the fairgrounds «TOGO 2000». Besides, car rental agencies will make their cars and buses available to exhibitors at negotiated prices.

Road Transport

Neighbouring countries like Ghana, Benin and Burkina Faso will forward their goods by road to the Lomé International Trade Fair. The management of the Fair will make all the necessary arrangements to



Sea transport

Exhibitors can send their goods by sea. In order to have these goods in time at the fairgrounds and to facilitate customs formalities at the Port Autonome de Lomé, participants are expected to place orders for their goods and dispatch them at least two months before the official opening ceremony of the 18th Lomé International Trade Fair. The Port Autonome de Lomé is the only deep water port in the West African sub-region with its capacity increased in 2014. It is also capable of receiving very big vessels.

Transit

Customs clearance services are provided for exhibitors by the following forwarding agent authorised by the 18th Lomé International Trade Fair :

MENSTRANS – TOGO

Phone. : (228) 22 22 45 76

Fax : (228) 22 22 96 26

Cel. : (228) 90 04 41 62 / 90 12 79 99

**E-mail : menstg2003@yahoo.fr
menstgcom@yahoo.fr**

ELI-SONISE SARL

Phone. : (228) 22 22 14 59

Fax : (228) 22 22 31 86

Cel. : (228) 90 04 77 93

E-mail : elisonise@yahoo.fr

Accommodation (for foreigners)

Hotels offering the best quality services and security have been selected to accommodate exhibitors of the 18th Lomé International Trade Fair.

For your reservation, please contact directly the hotel you have chosen or the Centre Togolais des Expositions de Lomé «TOGO 2000» for onward transmission of your request.

Port Autonome de Lomé
 (nouveau quai)



LIST OF HOTEL PARTNERS OF THE 18th LOME INTERNATIONAL TRADE FAIR							
HOTEL	ROOMS	NORMAL PRICE IN CFA F		SPECIAL FAIR PRICE IN CFA F		OBS.	CONTACT
		F CFA	EURO	F CFA	EURO		
BRAVIA HOTEL	Standard	45 000	69	36 000	55	Shuttle + Wifi connexion + Breakfast + Tax for stay	125 BD Félix Houphouet Boigny BP 2978 Lomé - Togo Tél: (228) 22 21 59 89 info@braviaecohotels.com Site : www.braviaecohotels.com
	Privilege	65 000	100	41 000	64		
	Junior suite	70 000	108	51 000	79		
	VIP suite	80 000	124	61 000	94		
ROYAL HOTEL	King-size bed room (3)	25 500	40	20 500	32	Wifi connexion	Tél:(228) 22 20 71 97 / 90 03 30 27 E-mail: fiawoata@yahoo.fr
	Double	20 500	32	15 500	24		
	bed room (2)	15 500	24	10 500	17		
BALKAN	Room with fan	25 000	38	22 000	34	Fridge + TV + Phone	Tél:(228) 22 61 30 63 / 90 06 58 59
	Air-conditioned double bed	35 000	54	23 500	37		
EL DORIA HOTEL	Air-con. room	35 000	54	28 000	44	Navette+ Réfrigérateur + TV+ Téléphone+ wifi	Tel :(+228) 22 26 17 36 / (+228) 22 26 18 36 Site : www.eldoriahotel.com
	Double Standard	36 000	56	32 000	50		
HOTEL 2FEVRIER	standards Single	113 750	175	100 000	153	Shuttle + wifi Fridge + TV + Phone	Place de l'Indépendance BP 131 Lomé - Togo Tel: (+228) 22 23 86 00
	standards Double	136 500	210	118 000	180		
ONOMO HOTEL	123 chambres+petit déjeuner	66000	102	62 000	96	Shuttle + wifi Fridge + TV + Phone	Bd du Mono/01 BP 2135 Lomé-TOGO Site web : www.onomohotel.com



HOTEL 2 FEVRIER



ONOMO HOTEL

CUSTOMS



Importation and reexportation of goods

The list of products (quantity and value) has to be presented to the Togo Customs Service at the country's entry points. All the products imported for the fair have to be placed under the Temporary Importation System. All the products have to be packaged and labelled «Foire Internationale de Lomé or Lomé International Trade Fair».

The products not sold at the fair have to be re-exported to their countries a month after the closing of the fair at the latest. The products which will not be returned shall be subject to the normal rate of customs duties in force in Togo.

A week after the closing of the fair, products still in the warehouses will occasion additional charges for the exhibitor.

The customs facilities offered exclusively for the exhibitors of the 18th Lomé International Trade Fair are the following :

a. All products to be exhibited at the fair will be placed under the Temporary Entry System (AT, S 508 system).

b. Third party products, that is, products not of UEMOA and ECOWAS origins are subject to a flat rate of 28% of the customs value instead of the current 52% in force in the customs area.

c. The non approved products coming from the UEMOA zone with a certificate of non approved products of UEMOA origin will have a reduction of 5% from the flat rate of 28%; the retained rate in this case is 23%.

d. The approved products and the traditional arts and crafts from the UEMOA and ECOWAS countries will be exempted from duty and statistical fees. They are subject to a 7% rate. Inspection of goods is mandatory. At the end of each inspection by the Togo Customs Service, a verification certificate (AV) will be issued for the value declarations considered fit for acceptance (three criteria : quality, quantity and price). On the contrary, a refusal notice certificate will be issued to the informant. Provisions of the customs code provide mandatory customs declaration of imported or exported goods, even if these goods are exonerated from duties and taxes. This declaration has to be ascertained by recognised customs house brokers, owners of the goods, and holders of the collection credit.

e. At the end of the fair, products not sold will have to be re-exported to their countries of origin or put on the local market after the payment of duties and taxes due.

f. Passes issued to the national committees have to be pasted on the batches of the goods, the buses and vehicles intended for the 18th Lomé International Trade Fair.

Police, Visa and Health Formalities (for foreigners)

Arrangements will be made at the Lomé International Airport to facilitate entry and departure formalities for exhibitors.

The police will issue visas at the airport in Lomé to exhibitors who could not obtain them in their respective countries. For that purpose, the exhibitors will have to inform the organisers of their flight number and arrival date.

Terms and conditions for participation

The fair is opened to :

- *Nationals from all sectors of the economy;*
- *African countries especially those*
- *from the sub-region;*
- *The rest of the world;*

Exhibitors are expected to fill out the participation form issued by the organisers or on our website: www.cetef.tg

RENTING OF SPACES

The tariffs in force are the following:

For Togolese exhibitors :

Bare spaces

- Bare indoor space (air-conditioned pavilion) : CFA F 55 000//85€/m²
- Bare indoor space (pavilion not air-conditioned) : CFA F 40 000//62€/m²

- Shopping area (partially covered): CFA F 30 000//€47/m²

Furnished spaces

- Module of 18m², partially furnished but air-conditioned : CFA F 65000 // 100 € / m²
- Module of 18m², partially furnished, not air-conditioned : CFA F 50000 // 77 € / m²

For foreign exhibitors :

Bare spaces

- Shopping area (partially covered) : CFA F 35 000// 54€/m²

Furnished spaces

- Module of 18m², partially furnished and air-conditioned : CFA F 65 000 // 100€ / m²
- Module of 18m², partially furnished but not air-conditioned : CFA F 55 000 // 85 € / m²

PAYMENTS

MEANS OF PAYMENT

All the charges due to :

- **The renting of stands,**
- **The advertisement,**
- **The materials at the stands,**
- **The fair catalogue, have to be paid by a certified bank transfer to the CETEF-LOME.**

Payment by Togolese companies (and by foreigners doing business in Togo) has to be done in CFA Francs.

The participation fees will be fully due as soon as the contract is signed.

A 50% down payment will be made at the signing of the participation form. The organisers have the right to terminate the contract if the exhibitor fails to pay the outstanding balance by 1st November, 2023 at the latest.

The signatory to the contract is however indebted to the organisers for the entire agreement.

Every exhibitor has to request for a receipt issued by the organisers after having paid the participation fees.

All payments are not refundable and have to be made at the cash desk of the

CETEF-LOME against a receipt or through a bank transfer to the following accounts:

ECOBANK-TOGO				
RIBS	WIFT	CODE BANQUE	CODE GUICHET	N° DE COMPTE
13	ECOCTGTG	T0055	01702	140101677001
IB BANK TOGO				
RIBS	WIFT	CODE BANQUE	CODE GUICHET	N° DE COMPTE
90		TG024	01030	005907500258

RESERVATION OF STANDS

Only the reservation made after the signing of the form « REQUEST FOR PARTICIPATION » and sent to the CETEF before 1st November, 2023 can be satisfied subject to the availability of stands.

The request has to be deposited with the organisers plus 50% down payment by 1st November, 2023 at the latest before the stands are allocated. The foreign exhibitors

have to email their participation forms duly filled out to the organisers.

Once the request is signed, it constitutes a contract between the exhibiting company and the CETEF-LOME.

ALLOCATION OF SPACE

a. It is the duty of the organisers to allocate each exhibitor, and according to his/her needs, the space requested for and the exhibitor does not in the least

have any right to sublet the space without the approval of the organisers.

b. The organisers reserve the right to change the space of an exhibitor according to the circumstances without the exhibitor asking for compensation.

c. Every exhibitor who is not able to meet the cost of his/her stand cannot claim to be part of the fair.

OCCUPATION OF SPACE

Exhibitors have to furnish their stands and display the goods before the day of the opening ceremony; that is by the evening of 20th November, 2022 at the latest.

Exhibitors are required to display only the products mentioned on the request. They have to inform the organisers for any other product added.

MOBILE EXHIBITORS

Mobile sellers are strictly forbidden on the fairgrounds during the fair. Exhibitors who will attempt to break this rule will have their goods seized.

EXHIBITION STAND

Exhibitors have to sell and promote their goods at their stands. Sales by each exhibitor should be exclusively made at his/her stand.

Any exhibitor who violates these regulations will be expelled from the fair.

Transfer and subletting

The transfer or subletting of a stand is

strictly interdicted. However, subject to the approval by the organisers, many participants, together, can rent the same space.

Presence at the stand

During the opening hours, the presence of the exhibitor or his/her representative is highly recommended.

Opening and closing hours

The opening hours of the fair are :

Weekdays : 9.00 am to 10.00 pm

Fridays, Saturdays and Sundays :

9.00 am to 12.00 am

The management of the 18th Lomé International Trade Fair has the right to change the date as well as the duration of the event. No exhibitor has the right to put in a claim for compensation.

Insurance

Every exhibitor at the 18th Lomé International Trade Fair will be covered by an individual public liability insurance policy and will also take out an insurance policy for the equipment at the stand, the goods on display or used in demonstration.

For information, contact :

FIDELIA ASSURANCE

Tél. : (228) 93 02 37 52

(228) 90 16 24 99

(228) 96 80 29 80

Lomé - TOGO

Personnel of the stands

Exhibitors who would need hostesses speaking both English and French and other languages to assist them at their stands should contact the management of the Centre Togolais des Expositions et Foires de Lomé (CETEF-LOME) « TOGO 2000 ». The cost is CFA F10 000 (ten thousand CFA Francs) per day and per hostess.

Communication

Many business centres run by telecommunication companies operating in town will offer exhibitors the following services at the fair :

- **Telephone;**
- **Fax;**
- **Internet;**
- **Post Office.**

Electricity (for the outer spaces) The cost of electricity consumption included in the rates of the stands is only for lightning of the stands, the radio and TV. The management of the fair has to be informed about any other use of electricity so that the necessary arrangements are made

for the payment of the supplementary charges.

Furthermore, applications for electrical connections should reach the CETEF-LOME not later than 30th October 2022. Type of current : 220V and 380/50 Period;

Rate for lightning and driving force :

2 KW = CFA F 70 000//€107;

3 KW = CFA F 90 000//€198.

If the electricity consumption is above 3 KW, the cost of the additional unit is CFA F 27 000 (twenty-seven thousand CFA francs)//€24 per KW.

Stand materials

The Technical Department of the Centre Togolais des Expositions et Foires de Lomé (CETEF-LOME)

exhibitors the following stand materials at attractive rates :

Construction of key-ready stands

The key-ready stand is built according to the plan deposited before hand at the CETEF-LOME «TOGO 2000» not later than 30th October, 2022 and comprises :

- **Surface area;**
- **Partitions;**
- **Stand sign;**
- **Moquette;**
- **Table (01);**
- **Chairs (02);**
- **Electrical installation.**

Realization of collective pavilions

The CETEF-LOME can build, on request, collective pavilions to contain companies or group of companies.

For information, please contact the management of the CETEF-LOME.

EQUIPEMENT / EQUIPMENT	QUANT.	PRIX UNIT.	PRIX TOTAL	OPTION	OBS.
Tapis / Carpet	m ²	6 000			
Cloison / Panelm		15 000			
Bandeau de façade / Frames	ml	4 000			
Table de travail / Desk		5 000			
Chaise / Chair		2 000			
Raccordement électrique / Electric connexion		30000			
Prise de courant / Stocket		4 000			
Enseigne lettre / Signboard		1 000			
Vitrine grand modèle/Show windows		40 000			
Vitrine petit modèle/Show windows		30 000			
Armoire métallique		25 000			
Réfrigérateur 40 L		60 000			
Congélateur		60 000			
Nettoyage : forfait		10 000			
Téléviseur SET		40 000			
Téléviseur écran plasma		70 000			
Présentoir de document		50 000			
MONTANT TOTAL					

DISMANTLING STANDS

Exhibitors have to finish dismantling their stands two days after the closing of the fair at the latest.

Other information

SPECIAL REQUEST

Please fill out the form or contact the organisers for the following special requests :

- **a) Water**
- **b) Electrical installation (3 phases or simple);**
- **c) Telephone or internet;**

- **d) Furniture for the stands (tables, chairs, etc..)**
- **e) A country's national day and the degustation of products.**

There is a general distribution of water and electricity during the fair. However, some exhibitors whose consumption of these utilities is above what the fair provides have to fill out a form. This request will enable the management to make the necessary connections according to their needs. The additional charges will be borne by the exhibitors.

FLORAL DECORATION

The Centre Togolais des Expositions et Foires de Lomé « TOGO 2000 » will place plants and flowers of all kinds at the disposal of exhibitors

who would like to rent some of them during the fair at the following prices : Pot plants : CFA F 10 000//16€;

Containers (well-lined) of 50x22x30 : CFA F 20 000//31€;

Containers (well-lined) of 80x22x30 : CFA F 24 000//34€.

LABELS AND BADGES

Registration for the 16th Lomé International Trade Fair entitles the exhibitor to a badge and a label for a module of 9 m² or a non covered stand of 25 m². The cost of an

additional badge is CFA F 5 000//€8 (three thousand and five hundred CFA francs).

Exhibitors are advised to send their participation forms plus photos.

- ***A module of 9 m² entitles the exhibitor to one (01) badge + label***
- ***A module of 18 m² entitles the exhibitor to two (02) badges + label***

For additional orders :

- ***Additional badge : CFA F 5 000//8€***
- ***Additional label : CFA F 10 000//16€***

It should be borne in mind that the label on the vehicle only allows the driver and vehicle to enter the fairgrounds. The other passengers have to wear their badges, otherwise they have to buy tickets at the main

entrance of the fair.

Every exhibitor is informed that no vehicle has to be parked along the wall of the fair.

There is a parking

prepared by the organisers for the exhibitors at the fair.

SECURITY

All security measures are to be taken by the organisers to allow free movement of exhibitors and visitors on the fairgrounds;

Exhibitors are responsible for their goods during the fair;

The organisers are not in any way responsible for the loss and theft of their goods and for damage caused during the opening of the pavilions;

With a view to maintaining the safety of the exhibitors and visitors on the fairgrounds, it is strictly forbidden to circulate with non authorised vehicles and to park them on the fairgrounds from 11.00 am to 10.00 pm on working days and from 11.00 am to 12.00 am on weekends.

The pavilions are locked at night and protected by the security guards of the fair.

During the day, the private security firms and the national police maintain law and order.

PROHIBITED AND UNWANTED PRODUCTS

The products listed below are prohibited at the fair :

- **Flammable materials and explosives;**
- **Arms and munitions;**
- **Radioactive products and materials;**
- **Wild and ferocious animals;**
- **Pornographic and offensive documents;**
- **Toxic and dangerous products;**
- **Adulterated products;**
- **Second-hand or used products.**

Any exhibitor who desires to experiment his/her equipment or machine with the following products: kerosene, petrol, alcohol, etc. is obliged to have permission from the organisers who will in turn receive an official note issued by the Togo National Fire Service.

Demonstration of jumbo equipment and big machines has to be done at a certain period and at a place well indicated by the organisers.

FIRE SAFETY

The organisers or the firemen and women can stop a demonstration when they notice that the exercise can disrupt the fair. Every exhibitor is obliged to have a fire extinguisher at his/her stand and other installations against fire especially at the stands where flammable products are displayed. L'exposant qui demande l'annulation de sa participation a l'obligation d'indemniser les organisateurs pour toute perte subi suite à sa résiliation.

TERMINATION OF PARTICIPATION

Without being prejudicial to the interests of the organisers in the breach of the contract, the organisers can, in an amicable way, accept the termination of a participation contract.

If the refusal to exhibit is accepted the exhibitor has to pay compensation and his/her funds will be recovered at the end of the fair. The exhibitor who asks for the annulment of his/her participation is obliged to compensate the organisers for any loss suffered after the termination.

The organisers have the right to change the date of the fair if the situation or the condition calls for it. In this case, the exhibitors are obliged to keep all the provisions of their participation contracts without claiming compensation.

CANCELLATION OR POSTPONEMENT OF THE FAIR

In the circumstances enumerated below, the organisers have no responsibility and cannot indemnify the exhibitors :

- **Circumstances beyond their control,**
- **War (political, civil or military),**
- **Decision by the Togolese government,**
- **Natural disasters (fire, floods, storm, earthquake, epidemics, etc)**

STAND CONSTRUCTION PERMIT

Before starting the work on the stand, the exhibitor needs the approval of the organisers regarding the site of the pavilion, the limits of the stand and the standards to abide by in the construction of the stand;

The construction of the pavilions, stands, and shelves have to be completed by 6.00 pm on 19th November, 2022 at the latest;

Any exhibitor who does not want to cooperate and does not build within the limits prescribed will pay for the excess space used.

TRANSPORTATION OF GOODS

Exhibitors are responsible for the transportation charges of their goods to the fairgrounds and at the end of the fair,

Supplies for the stands and the movement of vehicles on the fair-grounds at the opening hours of the exhibition throughout the whole period of the fair,

Exhibitors have to demolish their stands two days after the fair at the latest. After the deadline, the management of the fair has the right to carry out the total demolition of the stands.

PROVISIONS OF THE PARTICIPATION CONTRACT

Any dispute between the organisers and an exhibitor shall be settled in accordance with the provisions of the contract. The interpretation of the organisers shall be final.

The terms of the participation conditions can be changed without the opinion of the

exhibitors.

USEFUL NUMBERS

117: Police Rescue

118: Fire Brigade

172: Gendarmerie

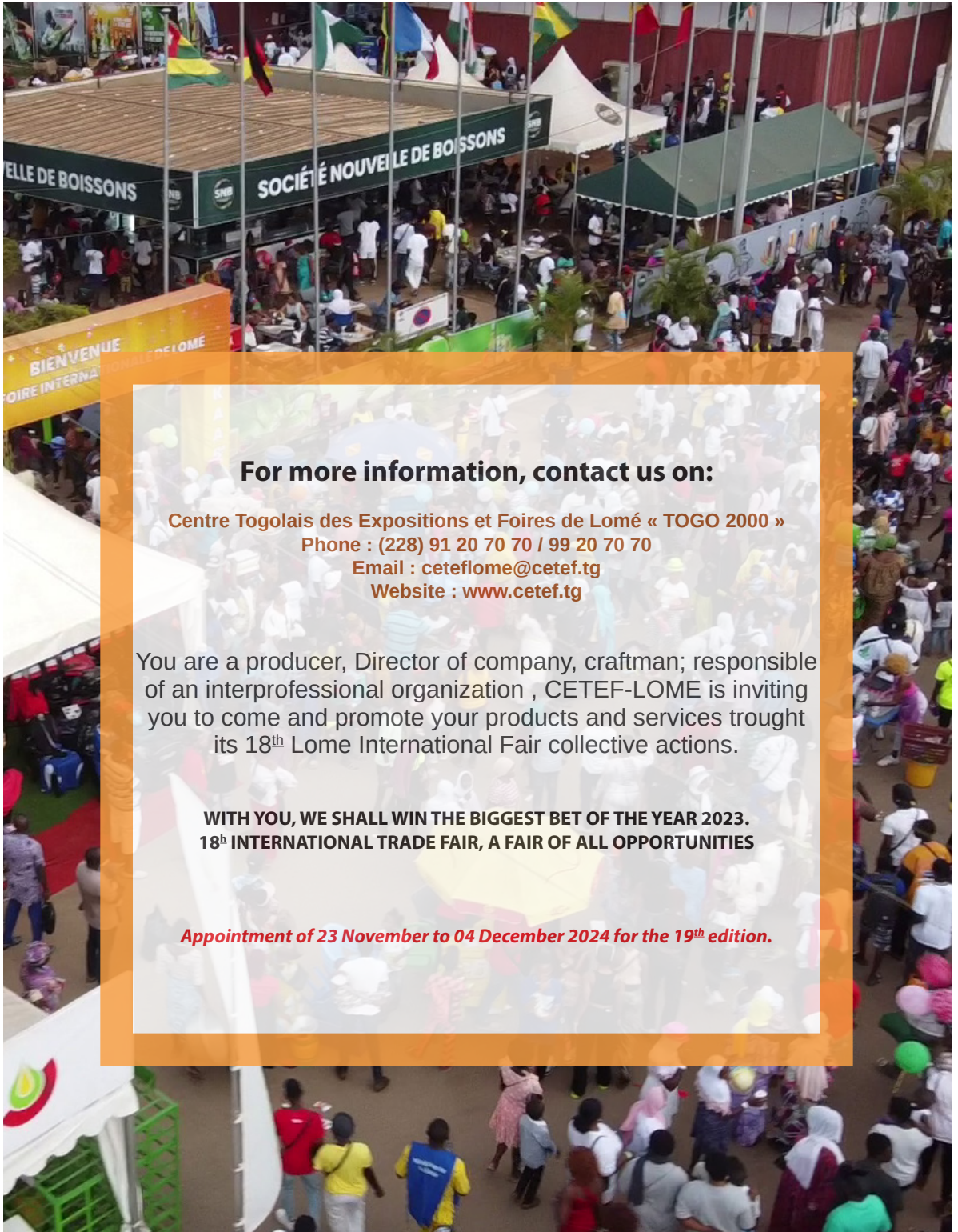
112: Information

119: Fault and after-sales

111: Child Protection

116: Speaking Clock





For more information, contact us on:

Centre Togolais des Expositions et Foires de Lomé « TOGO 2000 »

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Website : www.cetef.tg

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