

# 5th West African Organic Agriculture Conference, November 2019, Accra – Ghana

Organised in  
cooperation with:



**WAfrONet**  
West Africa Organic Network



## ORGANIC TRADE EXHIBITOR REGISTRATION FORM

Fill the form below if you wish to participate in the Exhibition to be held as part of the 5th West African Organic (WAOC) from November 12 - 15.

### Exhibitor Information

**Full Name:**

**Address:**

**Company Name:**

**Telephone Number:**

**Designation:**

**Email Address:**

**Products to Exhibit:**

**Name to appear on booth label**

**No. of Staff to manage your booth**

### Other Information

**Exhibition Space:** 10ft x 10ft per exhibitor booth with canopy,  
1 table (76 x 107 cm) and 1 chair.

**Exhibitor Fee:** GHS 500 / \$100

**Exhibition Date:** 12th – 15th November, 2019

Payment details for exhibition booth:

Bank Name: **Stanbic Bank**  
Account Name: **WAOC19**  
GHS Account Number: **9040007336106**  
USD Account Number: **9040007337943**  
Branch: **Accra Mall Branch**

Subject: **Organic Exhibition (12-15th Nov.)  
State name of company paying**

*Exhibitors can pay on the website (visa, mobile money) as well*

**Note: Booth allocation will be confirmed once payment is received**

# EXHIBITION GUIDELINES

## Exhibitor Rights & Obligations

1. Make full payment of the exhibition space at the time of registration. The fee covers booth space, canopy, 1 table (76 x 107 cm) and 1 chair.
2. Allocated spaces should be used for exhibiting exhibitor's own products, materials or services as described in the application form.
3. Advertising materials (flyers, banners, etc.) may be limited to the exhibition grounds – advertisement or promotion outside of the exhibition grounds is not allowed.
4. The practice of subleasing or subletting allotted spaces to third parties is prohibited
5. Private arrangement of switching spaces is not allowed.
6. Companies that are not exhibitors are not allowed to advertise at the exhibition grounds
7. Has the responsibility for their own properties, personnel, and that of third parties that may visit the exhibition premises.
8. Ensure proper care of the space and floors. All waste generated should be kept in bins to be provided by the organizers.
9. Any electrical installations outside of what has been provided should be done in consultation with event organizers. The cost of such installation shall be borne by the exhibitor.
10. Set-up time is 1-3pm on Tuesday November 12
11. Responsible for clearing their space of all logistics by 6:30pm of the last day of the exhibition
12. All sound levels should be kept at reasonable levels
13. Comply with parking regulations of the exhibition grounds
14. Registration for the exhibition does not allow entry to the conference, exhibitors are therefore encouraged to register at least one staff member for the conference.

## Rights & Obligations of the Organizers

1. Provide standard space (with canopy) as specified in the exhibitor registration form, with one table, one chair.
2. Provide waste bins and standard places of convenience.
3. Supply power (with at one socket point) for every booth for charging of phones. Usage of other electrical gadgets such as fridge, iron, microwaves, etc. will attract an extra fee.
4. Provide security in the day – from 8am to 6 pm.
5. To provide a third party insurance cover at the event site. This does not cover equipment and other related materials of exhibitors
6. Have the right to enter any booth at any time during the exhibition
7. Have the right to revise the time and duration of the exhibition – this will not warrant any charge or claim from an exhibitor
8. Reserve the right not to refund monies to exhibitors due to cancellation or withdrawal from the exhibition
9. In the event that the organizers should cancel the event as a result of their internal challenges, a refund shall be made to exhibitors fairly after deduction the necessary expenses.

## CONFIRMATION

I (name) ..... from  
(organisation).....wish to confirm the booking of  
(indicated number (in words) of exhibition booths to be allocated).....  
exhibition booth(s) at the 5th West African Organic Conference and Exhibition.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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## ORGANIC TRADE EXHIBITION

5th West African Organic Agriculture Conference,  
November 2019, Accra – Ghana

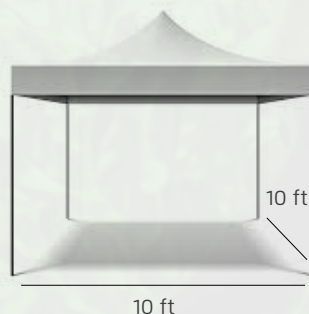
### Background

The West African Organic Conference (WAOC) is an initiative of the West African Organic Network (WAfrONet), which has previously been hosted by countries such as Nigeria, Benin and Mali. This year the 5th WAOC will be held in Accra, Ghana, from 12th-15th of November. The theme for the 2019 edition is **“Organic Agriculture – Life for All”**. The conference is being organised by the Ecological Organic Agriculture Platform of Ghana (EOAP - G) in cooperation with the African Organic Network (AfrONet) and West African Organic Network (WAfrONet) under the auspices of the Ministry of Food and Agriculture (MoFA), the International Federation of Organic Agriculture Movements (IFOAM), Market Oriented Agriculture Programme (MOAP), Agro Eco - Louis Bolk Institute, among other partners.

An **Organic Trade Exhibition** will be part of the event. The aim of the exhibition is to showcase the variety of organic products, inputs and produce as well as innovative technology that supports the organic sector in Ghana and West Africa. It will help stimulate national, regional and international trade in the organic sector.

It will run continuously for 4 days and will provide ample opportunities for business networking. The Exhibition Grounds will be situated directly in front of the Conference Venue at the University of Ghana, Legon, Economics Department Conference Facility.

### Exhibition booth offered



### Objectives of the Organic Trade Exhibition

- Provide platform for showcasing organic produce and products to stimulate national, regional and international trade
- Provide networking opportunities for participating stakeholders
- Provide platform for national, regional and intentional exposure

### Exhibition Booth

Exhibition booths are for hire for the period of the conference, 12 – 15. November 2019. Each booth covers a floor area of 10 ft x 10 ft. It will have a canopy, 1 table (76 x 107 cm) and 1 chair.

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To register fill in the Exhibition Registration form which you can download from this site or request it from the Conference Secretariat:

Phone: **+233 245881419**, or email: **exhibition@waoc.bio** to initiate payment and receive confirmation of booking.