

The Tanzania Commission for Universities



Rules to assist the Commission and its Secretariat in the organization of Exhibitions and other matters connected on incidental thereto.

Title	1. These Rules may be cited as commission Exhibition Rules , 2012
Definition	<p>2. The term “exhibitor” shall include employees, servants and agent of any company, partnership, firm, foreign manufacturers or individual to whom space is allocated for the purpose of exhibiting.</p> <p>3. A sub-exhibitor is any Institution which exhibits or appears at the stand along with the main exhibitor</p> <p>4. The Organizer shall mean Tanzania Commission for Universities (TCU)</p>
Application	5. Application must be made by registering online through http://www.tcu.go.tz/exhibition and submit the dully filled in registration form online.
Objectives	<p>6. (a) To provide marketing opportunities for participating institutions. It provides opportunities for Higher Education Institutions to market their programmes, publicize their core functions and activities with a view to win more support from the market and enable them to make an informed choice.</p> <p>(b) To provide a platform for Higher Learning and Research Institutions as well as Local and International Educational Business Companies to exchange ideas and experiences related to their core functions, services and products.</p> <p>(c) To provide a platform for which the higher education and</p>

	<p>research institutions can establish linkages between them and the industry and business enterprises.</p> <p>(d) To create awareness among the general public on matters related to Higher Education, Science, Technology and Innovation in the country.</p>
Dos and Don'ts	<p>7. (a) Exhibition of arms, ammunition and explosive is highly prohibited unless specific written permission is obtained from the Government authority responsible.</p> <p>(b) Advertising of a political and religious nature is forbidden unless the political /religious statement in question falls within the thematic scope of the Exhibition.</p> <p>(c) The Sale and/or handing out of food and drinks or samples require explicit written permission; Organiser reserves the right to confiscate goods sold without written permission.</p> <p>(d) Exhibitors who do not meet financial obligations towards the Organiser or contravene the Terms of Participation or any statutory provision may be excluded from admission to the exhibition, even when the event has begun.</p> <p>(e) The exhibitor shall not cede, assign or transfer the whole or any portion of the exhibition space hired nor shall sublet, nor allow any person to occupy or in any use whole or any portion of such sites. Only the bona fide goods/services and property of the exhibitor shall be exhibited on the space.</p> <p>(f) Institutions incorporated in Tanzania shall be admitted as local exhibitors and those incorporated outside and /or operating in Tanzania shall be admitted as foreign exhibitors</p> <p>(g) Admission is at the discretion of the Organizer.</p>
Exhibition Fees	<p>8. The fees for participation in the Exhibition are as stipulated in exhibitions portal. The rates may change from time to time and shall be communicated to participating institutions accordingly by the organiser.</p>
Exhibitions Eligibility/category	<p>9. The exhibitions are open to all Higher Education Science and Technology stakeholders. Priorities are given to Higher Education Institutions that fall under the Tanzania Commission for Universities (TCU) and the National Council for Technical Education (NACTE) as well as Higher Education Regulatory Agencies from within and</p>

	outside Tanzania <i>on the basis of first come first served</i> . However, other stakeholders with direct link with Higher education are given opportunity to participate at the exhibitions.
Priority for Exhibition Space	10. Institutions/Organizations with timely confirmation of participation and payment of Exhibition fee shall be given priority in the allocation of exhibition space.
Contract for space and Booth assignments	11. Assignment of space is dependent on a number of criteria, including the type and size of the participating institution (MDAs/Universities /Colleges, Companies and or Regulators). If none of an exhibitor's choices is available, space that is most similar to that exhibitor's choice be assigned. Applications will not be processed without the required deposit. Applications and confirmation by telephone will not be accepted. No exhibitor will be permitted to erect a display until space rental is paid in full. Organiser reserves the right to alter exhibitor's assigned location at any time at its sole discretion in the best interest of the exhibit.
Booth space	12. (1)The charged participation fee will enable participant to be allocated maximum of two booths. If the participant requires more space will have to pay the actual cost of hiring a booth per each required booth. (2). Additional booth should depend on the availability of the space and booths.
Exhibition Themes	13. Exhibition themes for each year will be determined by organizers.
Cancellations/refunds	14. All notifications of cancellation must be made to TCU in writing. No refunds will be given as a result of cancellation and upon cancellations exhibitor loses all rights of exhibition space. Organiser reserves the right to reassign that space to another exhibitor.
Exhibit set-up date	15. Exhibitors shall start setting up their exhibits one day before the first day of the exhibition from 09:00 a.m. to 05:00 p.m. It is the duty and responsibility of each exhibitor to install their exhibit before the opening of the exhibition and to dismantle the exhibit immediately after the close of the exhibition.
Exhibit dismantles date	16. Exhibitors shall dismantle their exhibit after 5:00 p.m. on the last day of the exhibitions. Exhibits may not be dismantled or removed before 5:00 p.m. Failure to observe this rule will jeopardize the exhibitor's

	space assignment and the right to exhibit at future TCU exhibitions.
Staffing of booth	17. Exhibitions must be open and staffed for business from 9:00 am to 05:00 pm for all days of exhibitions.
Arrangement of exhibits	18. The minimum standard space/ booth provided to the exhibitor by TCU will consist of a 3m x 3m (9 sq M) booth and a maximum of two booths of the same size depending on the size of the venue.
Accommodation, Travel, Visas and Freight	19. The fees for the exhibitions do not include accommodation, visas, insurance freight charges, international or domestic travel unless it is explained in the Exhibition Details.
Loss or damage suffered by participating Institutions	20. The Organizer shall not at any time be responsible for any loss, damage whatsoever suffered by or caused to any exhibitor his officials, servant, workmen, contractor, his agent or principals and visitors arising from any cause whatsoever including, without limiting the generality defects in structures of drains, defect in or failure of water or electricity supply or other services, fire, flooding, theft, vandalism, or acts of war or force majeure.
Shipping and storage	21. All shipments of displays and exhibit materials shall be the responsibility of the exhibitor and should follow the Tanzania government importation, shipping laws and other regulations.
Personnel assistance	22. All work involved with setting up and dismantling exhibits must be performed by authorized personnel.
Special restrictions	23. (a) Reassignment or subletting of all or any part of booth space is prohibited. (b) Solicitation and distribution of printed advertising must be confined to booth space only. Aisles must be kept clear at all times. (c) Operation of any objectionable sound devices will not be allowed. (d) Nothing shall be posted on, or tacked, nailed, taped, screwed, or otherwise attached to the walls, floors, or other parts of the building (e) Food and beverage for distribution must be supplied and prepared by the designated caterer. (f) Playing of music is prohibited.

Sound restrictions	24. Sound-producing or amplifying devices that project sound must be tuned at a manageable level. The organiser reserves the right to determine at what point sound constitutes interference with other Exhibitors.
Liability	<p>25. (a) Exhibitor agrees to surrender the space occupied by it in the same condition as it existed at the start of occupation, absent normal wear and tear.</p> <p>(b) Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify and hold TCU and their agents and employees (hereinafter collectively called Indemnities) forever harmless for any liability, claims or loss, including damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor, those holding under the Exhibitor or by the negligence, but not the sole negligence, of Organiser.</p> <p>(c) The Exhibitor shall, at all times, protect, indemnify, save, and hold harmless the indemnities against and from any and all losses, cost, damages, liability, or expenses (including attorney's fees) arising from or out of or by reason of accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, or business invitees, which arise from or out of or by reason of said Exhibitor's installation, removal, maintenance, occupancy, and use of the exhibition premises, the Organiser or any part thereof.</p> <p>(d) The Exhibitor acknowledges that neither Organiser nor any of the other Indemnities maintain insurance covering such losses by Exhibitor. Exhibitor hereby waives all claims that arise or may arise in its favor against any or all of the indemnities for all loss or damage covered by Exhibitor's valid and collectible insurance, regardless of whether such insurance is actually collected.</p>
Nonflammable material	<p>26. (a) All materials used in the exhibit hall must be nonflammable. Inflammable materials will be removed immediately at the exhibitor's expense.</p> <p>(b) The exhibitor agrees to accept full responsibility for compliance with safety regulations in the provision and maintenance of adequate safety devices. Fire hose cabinets and extinguishers must be left accessible and in full view at all times.</p>

Painting on walls	27. No exhibitor shall paint, color-wash or otherwise color or disfigure any of the internal walls of any hall without the prior written consent of the Organiser or otherwise cause damage whatsoever of the property of Organiser. Any damage so caused shall be made well at the entire cost and expense of the exhibitor concerned and to that end, Organiser shall be entitled at its opinion to cause such repair work as may be necessary to be done and recover the cost thereof from the exhibitor concerned.
Organiser shall have the right to:	28. (a) reserve admission to the fair ground at any time or on any particular occasion; (b) make such charges for admission to the ground as it may from time to time decide (c) Through its authorized representatives and workmen, to enter upon any site, or building or structure thereon for the purpose of inspection and to carry work thereon or there under as may deemed necessary and desirable. (d) cancel the fair, to change the dates, venues duration of the exhibition if required by special circumstances, police orders or other reasons which are regarded by Organiser compelling; (e) change allocation of any exhibitor without being liable for damages, claim any reduction in the invoice sum or compensation if circumstances call for such change and or if the exhibitor fails to take possession of his space/stand within the prescribed period. Such changes shall not entitle the exhibitor to withdraw from the hire contract; (f) request exhibitors to furnish information on any transactions made during the fair. The Information shall be used by TCU for evaluation purposes.
Postponement of the Fair	29. All space will be let on the understanding that should the Fair be postponed or abandoned owing to circumstances beyond organiser's control. The Organiser will not be responsible to any intending exhibitor for loss suffered by reason of such postponement or abandonment. The Organiser shall not be liable for any refund for charges and fees prepaid.
Circulation and solicitation	30. Distributing of marketing materials and souvenirs must be restricted to the Exhibitor's booth. Canvassing or distribution of marketing materials or souvenirs in any location other than the Exhibitor's booth is prohibited.

Rules and contract-	31. All of the above rules are construed as part of all space contracts. TCU reserves the right to interpret them and make final decisions on all points not covered by the aforementioned rules.
Insurance	32. TCU shall not be liable for loss or damage of any article of equipment or property of exhibitor which exhibitor may suffer during installation or removal or during the exhibit itself due to robbery, fire, accident, or any other destructive cause. Insurance, if desired, must be placed by the exhibitor.
Security	33. The Organizing team will arrange for general security for exhibitions venue. However, each participating Institution should take care of valuable properties including computers, laptops, medical machines, laboratory equipments and cameras.
Amendment	34. TCU reserves the sole and absolute right to add to, alter or expunge any of these Terms of Participation. Any alteration of such terms of participation shall take effect immediately upon the posted date by TCU. TCU also reserve the rights to relax such conditions as it may deem necessary.
Governing Law	35. These rules are governed by the laws of Tanzania
Observance of Law	36. The Exhibitor will observe the laws and regulations of Tanzania and the local government.
Other Rules	37. Any matters not specially addressed in these rules will be subject solely to the decision of TCU as the organizer.