

Dear Exhibitor,

Thank you for participating in the 12th in-person ICT4D Conference March 19 & 20, 2024 held at the Alisa Hotel North Ridge, Accra in Ghana.

The ICT4D Conference will provide an opportunity to showcase your innovations to around 700 participants from around the world. The 2024 ICT4D Conference is the perfect setting to display and share your most advanced solutions with our diverse audience.

Enclosed you will find information to begin planning your exhibit and deadlines you will need to remember. If you are not responsible for your company's marketing and exhibit plans, kindly pass this document on to those responsible.

And share those contacts with us, so we can engage with them directly going forward.

If you have any questions, email adminict4dconf@crs.org.

We look forward to seeing you in the exhibition zone at the 12th in-person ICT4D Conference!

Warm regards,
ICT4D Conference Organizing Team

March 19 & 20, 2024
Alisa Hotel North Ridge, Accra Ghana

EXHIBITOR MANUAL

Email: adminict4dconf@crs.org

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About the Venue: Alisa Hotel North Ridge

Nestled in the city center, the Alisa Hotel North Ridge welcomes visitors with friendly, professional staff and good amenities. It is conveniently located 6km from Kotoka International Airport. The hotel hosts over fourteen plenary and syndicate conference rooms as well as an imposing ballroom to host large-scale receptions and exhibitions.

Guests staying at the hotel can enjoy free wi-fi and can take advantage of the health club which consists of a fully equipped gymnasium, tennis court, outdoor swimming pool, a salon and spa.

Address: 21 Dr. Issert Road, North Ridge, Accra Ghana

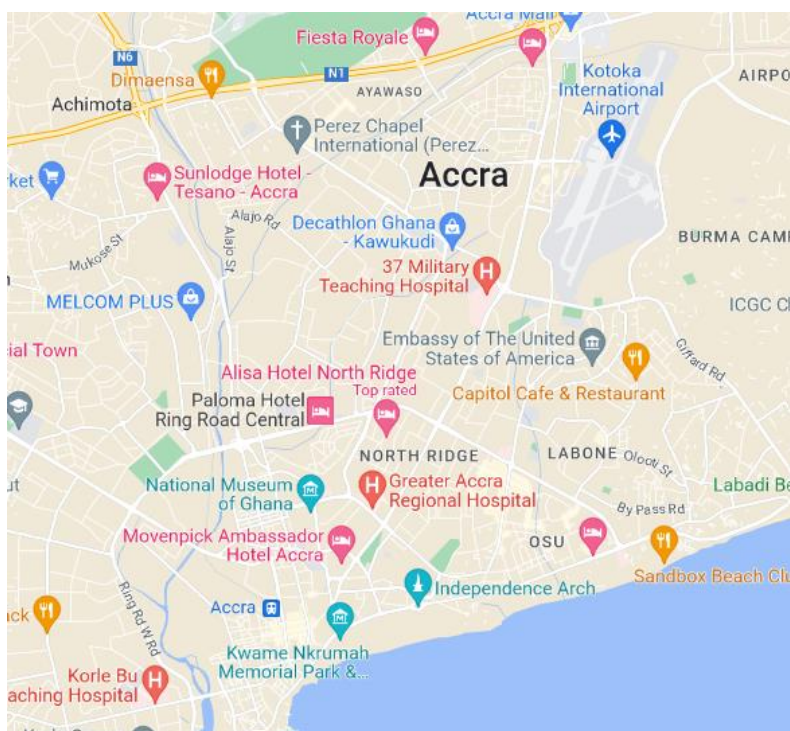
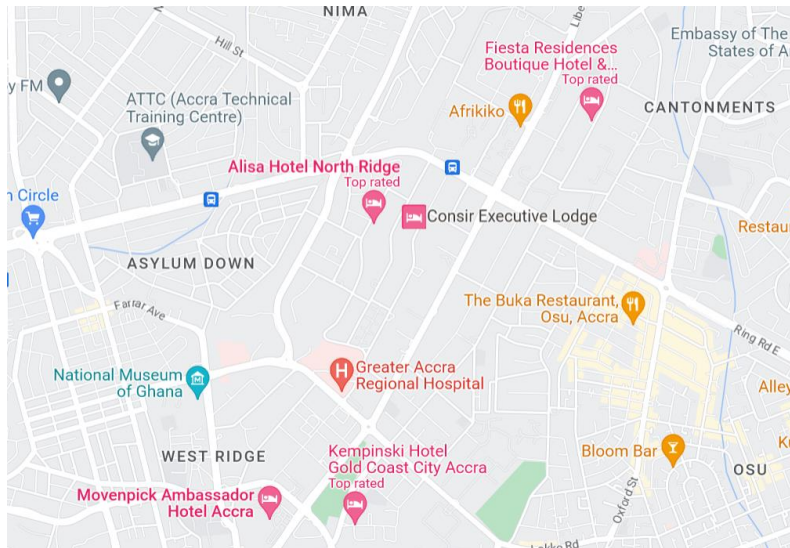
GPS/digital address: GR-015-1296

Email: info@alisahotels.com

Telephone: +233 (0) 302214233 or +233 (0) 302214244

Website: <https://m.alisahotels.com/alisa-hotel-north-ridge.html>

[View the venue on Google Maps](#)



[Access to the Alisa Hotel North Ridge](#)

To access the Alisa Hotel North Ridge, participants of the 2024 ICT4D Conference are required to show their registration confirmation email.

All participants will receive a personalized ICT4D Conference badge to be worn for the duration of the Conference and Training Day.

We highly encourage all exhibitors to take advantage of the pre-conference registration on Monday, March 18, 14:00 – 21:00. This will help avoid the registration queues on the morning of Tuesday, 19, March 2024.

-----Without showing your registration confirmation email, access to the Alisa Hotel North Ridge conference area will be declined----

[Access Times](#)

The 12th in-person ICT4D Conference exhibition zones are held in the Alisa Hotel North Ridge, the room names are Asante Hall and Opera 1. Exhibitor access details are as follows:

- EXHIBIT SETUP
 - Monday, March 18, 2024, 14:00 – 17:00
 - Tuesday, March 19, 2024, 07:00 – 08:30
- ICT4D CONFERENCE
 - Tuesday, March 19, 2024, 08:30 – 17:00
 - Wednesday, March 20, 2024, 08:30 – 17:15
- EXHIBIT BREAKDOWN
 - Wednesday, March 20, 2024, from 16:30 **AND NOT BEFORE**

[Accommodation](#)

Participants must book their own accommodation by submitting a request directly to the hotel they wish to stay at.

Rooms are no longer available at the Alisa Hotel North Ridge - ICT4D Conference Venue:

[View other recommended hotels](#) local to the Alisa Hotel North Ridge, please book early to ensure availability and to secure the best rates.

[Admission](#)

To enter the ICT4D Conference area inside the Alisa Hotel North Ridge participants are required to always carry their ICT4D Conference badge, including throughout the exhibit setup and breakdown.

If you have any 2024 ICT4D Conference badge questions onsite, visit the Registration Desk, located in the main foyer of the hotel.

App

To download the ICT4D Conference event app from your mobile/tablet:

1. Search for the Dryfta Event App in the [Apple Store](#) / [Google Play](#)
2. Search inside the app for the 12th ICT4D Conference

Using the event app, participants can:

- Update their profile
- Manage their personal schedule
- Set up 1-to-1 meetings with fellow participants
- View sponsors and exhibitors and their representatives, send requests to get their contact details
- Engage in discussions on the forum

Exhibitors can:

Use the in-built QR code scanner to scan participant's QR codes on their badges and save them to their list of vCards (leads). Later those vCards can be exported to a CSV file. For more information, scroll down to Badge Scanning.

Audio Visual

Additional AV equipment (e.g., plasma screens, computers, etc.) is available for rental for the duration of the conference. Should you need additional AV equipment for your exhibit, contact our recommended suppliers:

Conceptz Gh
Alfred Wiafe
+233 (0) 54 980 4004
ewiafe@conceptzgh.com

The above supplier is not an ICT4D Conference recommended supplier and has been recommended by the venue.

Any payments for hiring audio visual equipment will need to be made directly to the supplier.

Badges

All exhibitors and participants must register for the 12th ICT4D Conference. Registered participants will be given an ICT4D Conference badge, and it can be collected from the Registration Desk in the hotel foyer.

Collect your badge as early as Monday, March 18, 2024, 14:00 – 21:00.

-----There is no access to the ICT4D Conference area inside the Alisa Hotel North Ridge without an ICT4D Conference participant badge-----

Badge Scanning

Collect leads by scanning participant badges at your exhibition stand for free via the Dryfta event app. Follow these instructions:

1. Download the [Dryfta event app](#)
2. Log in into using your account details
3. Click on the avatar icon
4. Click on **Scan QR Code**
5. For those participants who consent to scanning their QR codes, scan the QR code on their badge
6. To export your scanned participant data (first name, last name, job title, organization name and email address), [log in to the dashboard](#) via a PC or laptop. Click on the **vCards & Meetings** tab and click on the **Export** button. Your data will be in a CSV file

Breaks & Lunches

On Tuesday, March 19, 2024:

- Morning refreshments: 10:00 – 10:45
- Lunch: 12:15 – 14:00
- Afternoon refreshments: 15:30 – 16:00

On Wednesday, March 20, 2024:

- Morning refreshments: 10:00 – 10:45
- Lunch: 12:30 – 13:30
- Afternoon refreshments: 15:00 – 15:30

Business Center

The Business Centre is part of the Alisa Hotel North Ridge. It is equipped with hi-tech devices to offer the most comprehensive range of administrative support and everything you need to stay connected. Services available include copying, facsimile, PC, printer and high-speed internet access. Fees apply and are to be paid directly to the Alisa Hotel North Ridge.

Catering

ICT4D Conference will provide complimentary daily refreshment breaks (morning and afternoon) and a buffet lunch for all registered participants. Outside catering is not allowed at the venue.

Collateral

Please note: any form of promotional collateral can only be distributed within the perimeters of your designated exhibit space. Exhibits or other devices which emit sound must be operated and controlled so that they do not cause any disturbance to other exhibitors.

Contact Details

If you have any questions, please email Eleni Birhane at eleni.birhane@crs.org.

Deliveries and Removal of Exhibiting Materials

If your organization are arranging delivery to or collection from of products or materials to the Alisa Hotel North Ridge, it is strongly recommended that:

- A representative is onsite at the venue at the time of the delivery/pick up
- You investigate and understand the necessary customs declaration required to transport any products or materials to or from the country it is departing to Accra, Ghana
- You ensure that sufficient time is allowed for any possible delays. This is especially important for bulk items, electronic goods and promotional items

All delivered items must arrive on Friday March 15, 2024, and the following address label should be used:

FAO Bee Cansick, 12th ICT4D Conference (March 19 & 20, 2024)

YOUR NAME & ORGANIZATION NAME **(PLEASE ADD DETAILS)**

Alisa Hotel North Ridge

GPS/digital address: GR-015-1296

21 Dr. Issert Road

North Ridge

Accra Ghana

Alternatively, if you wish to use a Ghanaian based freight forwarder to help with items clearing customs and reaching the venue hassle free, contact our recommended supplier:

Mr. Abeka

Beach and Port

+233 020798 1177

info@beachandport.com

www.beachandport.com

It is the exhibitor's responsibility to secure, pack and remove all valuable equipment before the end of the ICT4D Conference as well as dispose of all unwanted materials/waste for the housekeeping staff. All unwanted materials/cardboard boxes should be consolidated in one space. Please ensure your courier collects all items by 10:00 on Thursday, March 21, 2024. Any items not collected by the stated time and date are liable to incur a per hour storage charge set by the Alisa Hotel North Ridge.

ICT4D Conference cannot be held responsible for the delivery and collection of any shipment. Any items left unattended are the responsibility of the owning organization.

Important advice provided by the freight forwarders:

- Customs clearance takes about 2-3 working days after Manifest is submitted
- Exhibition items are free from Customs duties but subject to Processing fees/levies, and these are dependent on the HS code, invoice value, freight cost and prevailing Commissioner's order
- Customs Rate of exchange to the major currencies changes weekly, normally on Tuesdays, as per section 69 of the Customs Act 2015 (ACT 891)
- Customs duties and taxes are imposed on goods imported into the country or exported from the country. The Harmonized Commodity Description and Coding System, commonly referred to as the HS Code, specifies the rate to be imposed
- The duties and taxes imposed include any other tax, duty or levy found in any other law
- [View a list of prohibited items](#)

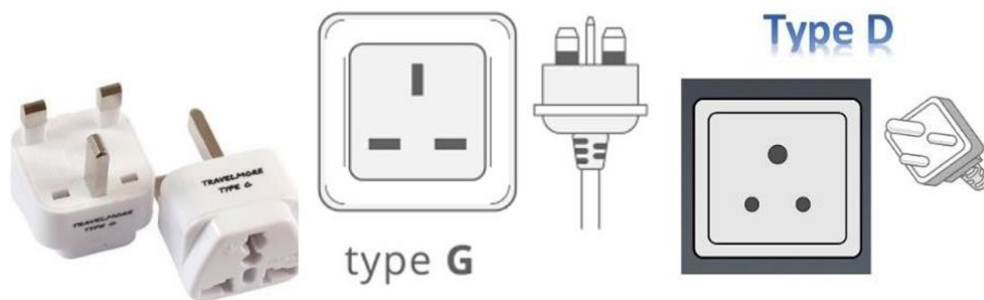
- All exhibition items MUST be imported under a Temporary Importation regime and must be re-exported within the allowed period of stay in the country after which Customs penalties will apply
- All shipping documents and/or regulating Agency permits MUST be secured before cargo arrival to avoid accruing demurrage/storage charges
- For more information, visit <https://external.unipassghana.com>
- Insurance Coverage: We highly recommend clients to adequately insure their cargo from Port of loading. We can assist if a participant needs some specific insurance cover

Electricity

Basic electricity is available for laptops and TVs.

All exhibitors should bring with them at least one or more 4 gang or 5m extension leads.

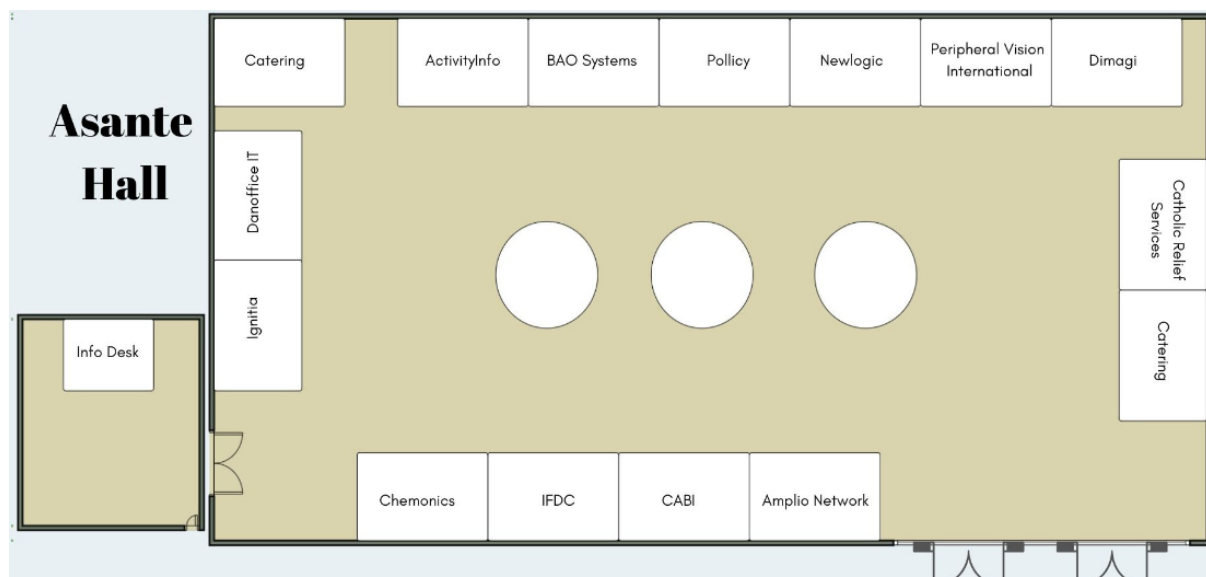
For Ghana the associated plug types are D and G. The standard voltage is 230 V and the standard frequency is 50 Hz. ICT4D Conference will not be providing adapters, please bring your own.



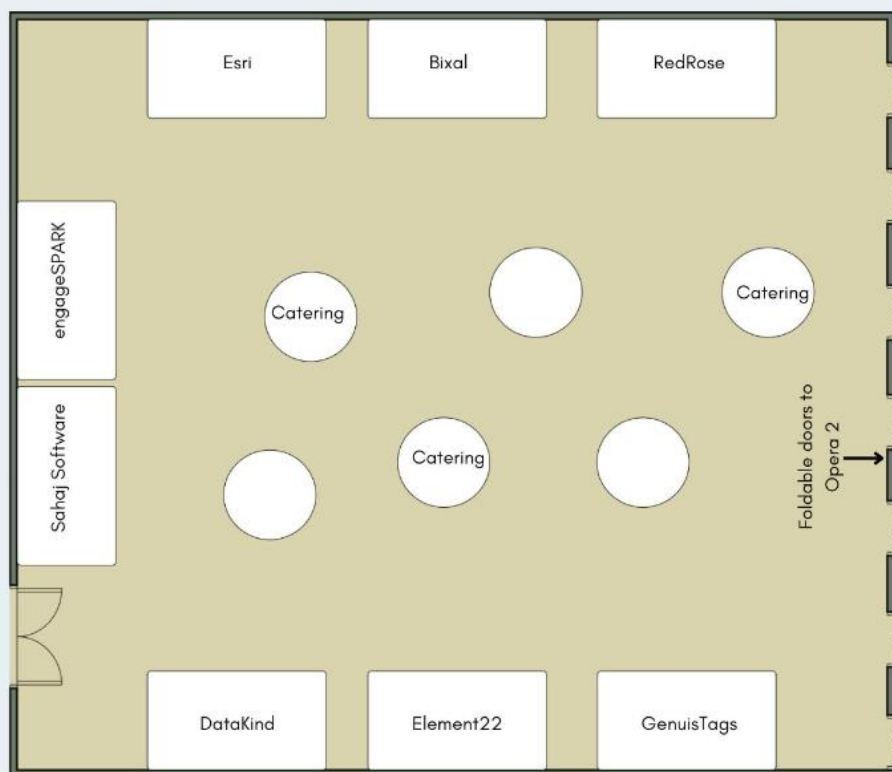
Event Etiquette

Visit www.ict4dconference.org/2024ghana/practical-information/event-etiquette for more information.

Exhibition Floorplan



Opera 1



Exhibitor Profile

Exhibitors are entitled to a logo, 120-word profile and a redirect link on the on the [ICT4D Conference website exhibitor webpage](#) and [event platform](#). Also, your organization's logo will appear on the onsite banners.

To guarantee your inclusion, send the profile copy, redirect link and your company logos in EPS and JPG formats to adminict4dconf@crs.org ASAP.

Exhibitor Stands

As per your agreement, you have the opportunity to display products and promotional materials within an exhibition space. Check your agreement to confirm the size of your exhibit space and what is included:

- Standard - 3x2m: exhibition space only, skirted table and two chairs. Please bring your own backdrop and banners
- Skirted table and two chairs with space for a roller banner in a dedicated area

Please note: the table measurements may differ, and we cannot specify an exact table size.

Exhibition spaces **do not include shell scheme, walls or panels**, as we wish to create an inclusive networking a that encourages interaction between participants and exhibitors. Therefore, any signage or display must be free-standing and self-supported in a way that is secure and safe. **Exhibitors are not allowed to attach anything to the existing building structure or furniture** (columns, walls, floors, podiums etc.). The walkways around the stand areas are not display areas and must be left clear. All tables and chairs must stay within the stand area. It is the exhibitor's sole

responsibility to bring their own promotional materials. All packing and supply materials should be stored neatly under the table.

Your stand does not need to be manned during the whole conference, but ideally during the main networking times, this will be:

On Tuesday, March 19, 2024:

- Morning refreshments, 10:00 – 10:45
- VIP Exhibition Tour, 11:15 – 12:15. Depending on VIP interest and will be confirmed nearer to the date
- Lunch, 12:15 – 14:00
- Afternoon refreshments, 15:30 – 16:00

On Wednesday, March 20, 2024:

- Morning refreshments, 10:00 – 10:45
- Exhibition Tour, 13:30 – 14:30
- Lunch, 12:30 – 13:30
- Afternoon refreshments, 15:00 – 15:30

The following is not included in the exhibitor fee: additional furniture rental, audio-visual equipment, phone, hardwire internet service, material handling, tablecloth, cleaning service and security.

To rent additional furniture, freight forwarding, printing of leaflets, brochures, banners and other marketing materials, AV equipment (e.g., plasma screens, computers, etc.), contact our recommended suppliers:

AV equipment

Conceptz Gh
Alfred Wiafe
+233 (0)54 980 4004
ewiafe@conceptzgh.com

The above supplier is not an ICT4D Conference recommended supplier and has been recommended by the venue.

Hiring furniture

PAD-EVA
Courage
+233 (0)24860 1254
padevasales@gmail.com

Freight forwarding

Mr. Abeka
Beach and Port
+233 020798 1177

info@beachandport.com
www.beachandport.com

Printing

S2A Consult
Samuel Asiedu Saforo
+233(0) 546 387 816
+233(0) 503 327 180
S2aconsult@yahoo.com
info@s2aconsult.org

Benchmark Marketing
Berly Fiona Tetteh
+233 (0) 504031447
Btetteh@benchmarkmarketing.net
Primus Advertising
Raymon Kunle
+233 241177 9521
kunle.ray-odekeye@primusadvertising.com

Grand Concept
grandcvgh@yahoo.com

Primus Advertising
francisca.anku@primusadvertising.com

Blackpencil Artwork
blackpencilads@gmail.com

Gruuve and Create
kwapino2001@gmail.com

Digital Monument
koveselorm@gmail.com

Payments for any of the additional items above will need to be paid directly by the exhibitor to the respective supplier.

Exhibition Tours

There will be guided exhibition tours, please make sure that a representative is at your stand when the tours take place. The tours will be led by a member of the ICT4D Conference Organizing Team.

On Tuesday March 19, 2024

- VIP Exhibition Tour, 11:15 – 12:15

On Wednesday, March 20, 2024:

- Exhibition Tour, 13:30 – 14:30

Fire Prevention

Please ensure that all fabrics used on your stands have the relevant fireproofing solutions. Any person discovering a fire should immediately notify the security staff, venue staff or ICT4D Conference Organizing Team immediately!

Freight Forwarding

Mr. Abeka

Beach and Port

+233 020798 1177

info@beachandport.com

www.beachandport.com

Payments will need to be made by the exhibitor to the respective supplier.

Frequently Asked Questions

[View the online Frequently Asked Questions.](#)

The collated information will help you better prepare and make the most out of their experience.

Insurance

Exhibitors are fully responsible for obtaining insurance protection for their exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site. We recommend all exhibitors have the appropriate insurance to cover both equipment and personal possessions while at the event. Please make sure your insurance covers personal injury, third party claims, etc.

Lost Property

Reports of lost or stolen property should be made to a member of the ICT4D Conference organizing staff at the Registration Desk and the Info Desk in the exhibition area.

Any lost items can be handed in to the event security or the Info Desk. Please keep your valuables with you at all times during the ICT4D Conference. While every precaution is taken to protect your property during the event, the ICT4D Conference organizers are not responsible for any loss or damage to your property and would advise appropriate insurance coverage to be taken.

Marketing Materials

Exhibitors may distribute advertising and printed collateral from their stand, but must not distribute literature near entrances or exits, nor in such a manner as to cause disturbance to other exhibitors at the ICT4D Conference.

To print any marketing materials (leaflets, brochures or banners), contact our recommended suppliers:

S2A Consult

Samuel Asiedu Saforo

+233(0) 546 387 816

+233(0) 503 327 180

S2aconsult@yahoo.com

info@s2aconsult.org

Benchmark Marketing

Berly Fiona Tetteh

+233 (0) 504031447

Btetteh@benchmarkmarketing.net

Primus Advertising

Raymon Kunle

+233 241177 9521

kunle.ray-odekeye@primusadvertising.com

Grand Concept

grandcvgh@yahoo.com

Primus Advertising

francisca.anku@primusadvertising.com

Blackpencil Artwork

blackpencilads@gmail.com

Gruuve and Create

kwapino2001@gmail.com

Digital Monument

koveselorm@gmail.com

Payments will need to be made by the exhibitor directly to the supplier used.

Networking Opportunities

C-level participants attend the ICT4D Conference and for this reason we recommend exhibitors to also send senior representatives to maximize networking opportunities.

The ICT4D Conference event platform and app provides online networking opportunities.

Parking

Directional signs are displayed for guest parking areas as you enter the Alisa Hotel North Ridge. Car parking spaces are free and readily available.

Participant List

An ICT4D Conference participant list can be viewed on the event platform - <https://ict4dconference.dryfta.com/component/dryfta/users/attendee>.

The [ICT4D Conference event platform](#) and app provides online networking opportunities. Download the [Participant's Guide](#) for more information.

Security

For the purpose of security of all participants, please read our online [Health & Safety page](#).

The Alisa Hotel North Ridge offers a safe and secure environment for every event they host and features a highly competent security system to offer the best event experience to all its participants.

The ICT4D Conference will not accept responsibility for theft, loss or damage of exhibits or any other equipment left at the venue. Exhibitors are advised to take care of personal belongings and to ensure that their exhibits and valuables are always kept secure during the ICT4D Conference. Please ensure no items of value are left unattended and laptops are not left overnight or in a room without personnel. It is strongly recommended that at least one representative is at the stand to supervise all deliveries, packing, unpacking, installing and dismantling.

Security Tips For Exhibitors

- Move-in:
 - Have adequate personnel present to receive the shipment and take inventory
 - Report any discrepancy in goods received to the shipper immediately

- During the ICT4D Conference:
 - Special care should be taken of small electronic devices as these can be easily misplaced and stolen
 - Pack small items in boxes out of site, or remove them from the table overnight
 - Report all security and safety incidents to an ICT4D Conference organizer immediately or visit the Info Desk

- Move-out:
 - Do not leave your valuables unattended; remain with your shipment until it is collected

Visa For Ghana

It is the responsibility of you/your organization to investigate the visa requirements for travelling to Ghana for the event and apply for an appropriate visa, if necessary.

It is recommended you read the [visa information on the ICT4D Conference website](#).

Yellow Fever Certificate

All participants are responsible for ensuring they meet the yellow fever requirements for Ghana.

Yellow fever is a serious and potentially fatal viral disease that is spread by mosquitoes in tropical parts of Africa and South America. It occurs in both jungle and urban environments.

The yellow fever vaccine certificate is mandatory, and travelers can be prevented from entering and exiting Ghana if they cannot show proof of a Yellow Fever vaccination. The certificate only becomes valid 10 days after the vaccination.

We recommend you check with your medical practitioner prior to departure to ensure you have received the necessary vaccinations, all associated costs and been advised on any additional requirements.

It is recommended you read the [yellow fever information on the ICT4D Conference website](#).

Wi-Fi

Free wireless internet will be provided for all ICT4D Conference participants. The Wi-fi network and the password will be shared nearer to the conference commence date.

Please note: the Wi-Fi should only be used for basic use (e.g., laptop or TV).

Payments for the hardware internet connection will need to be made directly to the internet supplier.