

ROTARY PROJECT EXPO

V&A Waterfront, Cape Town, South Africa
4 & 5 February 2011



Important Guidelines for Expo Exhibitors

The Rotary Projects Expo is a first for Southern Africa. What a great opportunity for Rotary clubs in Africa, and especially in Southern Africa, to develop partnerships with Rotary clubs from outside of Africa on community service projects! Let's give RI President Ray all our support to make this event a great success.

To help us to plan effectively for this event we have drawn up the following guidelines for potential exhibitors who are interested in participating. Because of space constraints, should your club register but then find that the club is unable to participate, it is essential that the organising committee is advised immediately. Your club exhibit site can then be allocated to another club.

- **Rotary Project Expo Registration Form:** Clubs are required to complete and e-mail the form to the coordinator Humphrey Worthington-Smith - humphreyws@gmail.com. Priority sites would be allocated on a first come, first served basis.
- **Payment:** The Rotary Project Exhibition Registration fee of ZAR 150 (US\$25) per day will include expo costs, teas and coffees for two people for the day. This does not include lunch or participation in the plenary session in the Imax Theatre.
- **Exhibitor registration table:** This will be situated alongside the main registration table. Please collect your Rotary Project Expo name badge when you arrive. A floor plan of the Expo will be displayed for information.
- **Rotary Project Expo Site:** On the perimeter of the Exhibition Floor (Ground Floor) of The Pavilion, V&A Waterfront, Cape Town and entrance to the theatre.
- **Equipment:** Should clubs wish to bring in equipment, please indicate electrical needs. Electrical leads will be available. There are adequate power point facilities. Please indicate additional space requirements if needed. Rotary will not be held liable for loss or damage to equipment brought in.
- **What will be provided:** Trestle-tables measuring 1.75 x .45 metres which will be doubled up to provide adequate space. Tables will be dressed with white linen cloths (so as to provide storage facilities underneath the tables). There will be two chairs. Due to space constraints, only the tables and chairs can be accommodated.
- **Set up of Expo area:** This will be completed by management by 07:00 on Friday, 4 February 2011.
- **Time:** The Expo will run from 09:00 to 17:00 each day. Clubs need to set up exhibit tables by 08:30.
- **Point-of-Sale promotional material and branding/equipment:** Clubs to provide their own promotional material as well as feather flags, telescopic flags, expandable banners, laptop computers, LCD projectors/screens.
- **Project proposals:** It is advisable that your project proposals are simple factual two/three page presentations which are easily readable. The key points to include -
Introduction, Specific Needs, Benefits of the project to the community, Rotarian involvement, Project cost, Project Management (during and after implementation), Implementation period, Contact persons name and full addresses (including e-mail) of Rotarians involved.

The project must be a Rotary project (preferably aligned to the six areas of TRF Future Vision Plan) not just a reproduction of a document submitted by an organization which is seeking funding. There must be full Rotarian involvement (Planning, supervision, coordination, hands-on participation, contribution of funds above the Rotary Foundation minimum). All costs must be accurate and in exact amounts and in US Dollars. Cost for salaries and maintenance is not allowed, as is the purchase of land, as well as the construction and renovation of structures.

- **Rotary Expo Brochure:** Please provide a short descriptive paragraph of your Rotary project/s for the brochure.
- **Parking:** Suggested parking is at The Granger Bay Parking Garage, which is closest to The Pavilion. (Please see map on the website <http://raysrotaryreunions.weebly.com>)

Please direct any enquiries that you may have to PDG Humphrey Worthington-Smith
humphreyws@gmail.com.