

Exhibitor Manual

MKTE
2025



1st ^{to} 3rd OCT,
2025



Uhuru Gardens,
NAIROBI

Visit www.mkte.co.ke for more info

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SECTION A – INTRODUCTION/EVENT OVERVIEW

Welcome to Magical Kenya Travel Expo (MKTE) 2025!

We are delighted to have you as a part of this exciting event that celebrates the world of travel and tourism. This manual has been designed to provide you with all the essential information you need to make the most of your participation.

Discover the heart of Africa's tourism renaissance at the Magical Kenya Travel Expo (MKTE), where the wonders of the world come alive. This premier travel trade event showcases the diversity of the world's tourism offerings, from its world-renowned wildlife safaris and pristine beaches to its rich cultural heritage and vibrant urban experiences.

Why MKTE?

Now in its 15th year, the Magical Kenya Travel Expo (MKTE) stands as the premier Pan-African travel trade fair, proudly hosted annually by the Kenya Tourism Board. MKTE 2025 brings together over 200 carefully vetted international buyers from Africa, the Americas, Europe, Asia, the Middle East, and Australia, alongside 400+ exhibitors and more than 5,000 trade visitors for an immersive three-day B2B forum. The event is powered by a smart matchmaking platform that ensures high-value, pre-scheduled meetings and strategic connections.

Following the expo, hosted buyers will embark on five-day familiarization trips across Kenya—experiencing “The Real Deal” firsthand through the country's breathtaking landscapes, authentic culture, and warm hospitality.

MKTE is your gateway to adventure, insight, and connection. Whether you are a travel agent, tour operator, media representative or tourism enthusiast, MKTE offers a dynamic platform to discover innovative products, forge meaningful partnerships, and explore the latest trends shaping the future of African tourism.

What to Expect?

Join us at MKTE to experience:

- **Exhibition:** Explore diverse exhibitor booths showcasing Kenya's finest travel products and services.
- **Networking:** Connect with industry leaders, forge new partnerships, and strengthen existing relationships.
- **Educative Sessions:** Gain valuable insights from thought leaders through seminars, workshops, and panel discussions.
- **Cultural Experiences:** Immerse yourself in Kenya's rich cultural tapestry through performances, art, and cuisine.
- **Sustainable Tourism Initiatives:** Discover how Kenya is leading in sustainable tourism practices and conservation efforts.

Who Should Attend?

MKTE welcomes:

- **International Buyers:** Seeking unique African travel experiences to offer their clients.
- **Exhibitors:** Show casing the best of tourism offerings.
- **Media Representatives:** Sharing stories that inspire global travel to Africa.
- **Government Representatives:** Collaborating on policies that support tourism growth.
- **Travel Enthusiasts:** Eager to explore hidden gems firsthand.

What's New in 2025?

This year's edition introduces an exciting new dimension with the Africa Tourism Investment Forum (ATIF) that is taking place alongside MKTE. The ATIF seminar, taking place on Thursday, 2nd October 2025, will spark vital conversations, shape policies and forge partnerships that promote intra-Africa tourism trade. It aims to elevate cultural exchange, celebrate diversity, attract sustainable investment and strengthen long-term strategies for a vibrant, unified tourism landscape across the continent. ATIF will bring together high-level stakeholders from across the continent's tourism and investment ecosystem, including: Tourism Ministers from African nations, Africa Tourism Board, AfCFTA, AfDB, World Bank, Deloitte, AHIF, Afreximbank, Kenya's Ministry of Tourism and Ministry of Trade, various Tourism Boards and many more.

Mark your calendars for MKTE 2025, your gateway to discovery, innovation and connection. Join us in one of Africa's most captivating destinations to connect, collaborate and grow, as we unlock the magic of Kenya's tourism potential and shape the future of travel together.

Join Us:

This year's Magical Kenya Travel Expo will be held from Wednesday, 1st October to Friday, 3rd October, 2025 at the Uhuru Gardens National Monument & Museum in Nairobi, Kenya.

This year's Expo theme is:

Magical Kenya: Unlocking Africa's Potential through Sustainable Tourism Growth



MKTE 2025

1st - 3rd OCT, 2025

Uhuru Gardens, NAIROBI

Magical Kenya: Unlocking Africa's Potential through Sustainable Tourism Growth

Your presence as an Exhibitor serves to ensure the continued development and growth of tourism in our region. We appreciate your participation in the Expo and look forward to hosting and partnering with you during this year's regional show.

The Benefits:

MKTE 2025 offers a powerful, integrated platform to:

- Showcase your tourism, trade products and services to global buyers and investors.
- Engage in high-level policy dialogues and investment forums.
- Forge strategic partnerships and expand your network.
- Influence the future of intra-African tourism trade and investment.
- Promote Kenya's and Africa's diverse tourism offerings to the world.
- Support promotion of cultural, developmental and sustainable tourism
- Strengthen air connectivity and advocate for open skies across Africa.
- Drive tourism infrastructure and Technological growth through partnerships with investors.
- Gain exposure to both established and emerging markets
- Be Part of Africa's Leading Travel Trade Fair

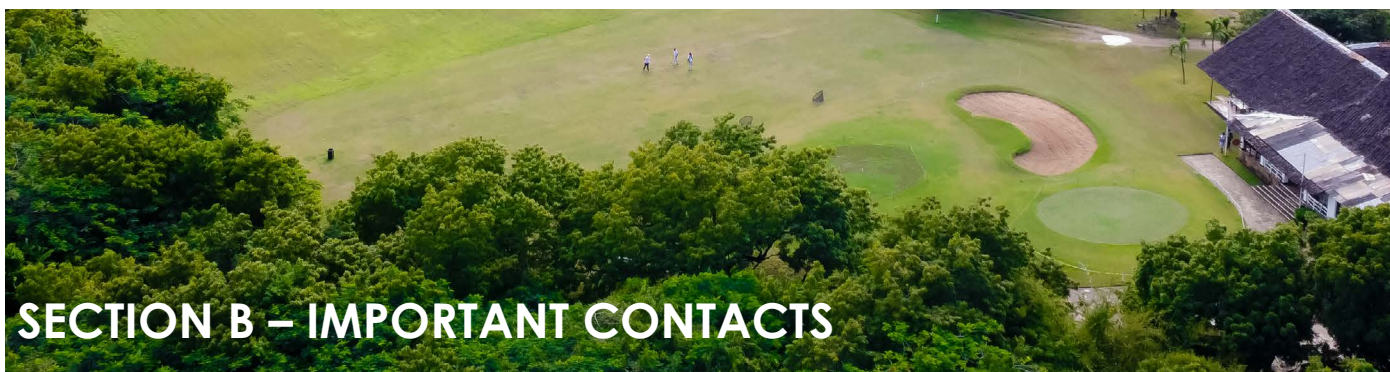
KARIBU, WE LOOK FORWARD TO HOSTING YOU.



PLEASE READ THIS MANUAL CAREFULLY.

This manual will provide you with information to assist in your preparation for the expo. If you have queries concerning your participation, you are welcome to contact the organizers, **Events Promotions Ltd**, the official Exhibition Management Company for the MKTE 2025.

Events Promotions Ltd will work in conjunction with **the Kenya Tourism Board** to ensure the success of the Expo for all participants.



SECTION B – IMPORTANT CONTACTS

THE MKTE 2025 IS ORGANISED BY EVENTS PROMOTIONS LTD:

Lucy Muturi

Exhibition Lead

Cell/ WhatsApp Number : +254 746 104603 / +254721162703

Email : exhibit@mkte.co.ke

Eric Charchi

Matchmaking

Cell/WhatsApp Number : +254 741 760596

Email : meetings@mkte.co.ke

Michael Duya

Registration

Email : registration@mkte.co.ke

Tom Olwangu

Sponsorship Lead

Cell /WhatsApp Numbers : +254 720883415

Email : sponsorship@mkte.co.ke

Phillip Kimani & Eliud Maina

Setup & Logistics Leads

Cell/ WhatsApp Number : +254 702551798 (Phillip)

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Email : logistics@mkte.co.ke

Kelvin Omutayi

Finance

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Jane Nyawira

Project Lead

Cell/WhatsApp Number : +254 795 364100

Email : contactus@mkte.co.ke

Danson Njuguna

Project Director

Cell/WhatsApp Number : +254 722 827506

Email : contactus@mkte.co.ke

MKTE 2024 IS HOSTED & OWNED BY THE KENYA TOURISM BOARD:

7th Floor Kenya-Re Towers, Ragati Lane, Upper Hill
Nairobi, Kenya

Project Manager:

Stephen Omondi
Kenya Tourism Board

Contact number

: +254 20 274 9131

Email

: events@ktb.go.ke

**SHOW DATES, TIMES & VENUE DETAILS**

BOOTH BUILD UP		
DATE	TIME	DESCRIPTION
Sat 27 th & Sun 28 th September, 2025	07:00 – 23:00	Custom build-up
Monday 29 th September, 2025	07:00 – 23:00	Shell Scheme Branding & Exhibitor setup
Tuesday 30th September, 2025	10:00 – 15:00	Booth Inspection, Acceptance & Signoff (Handover form)

SHOW DATES AND TIMES		
DATE	TIME	DESCRIPTION
Wednesday, 1 st October, 2025	08:00 – 23:00	Expo, Seminar Sessions, Opening Cocktail and Nightlife
Thursday, 2 nd October, 2025	08:00 – 23:00	Opening Ceremony, ATIF Conference, Expo and Nightlife
Friday, 3 rd October, 2025	08:00 – 23:00	Speed Networking, Expo, Seminar Sessions, Closing Ceremony and Nightlife

BREAKDOWN DATES		
DATE	TIME	DESCRIPTION
Friday, 3 rd October, 2025	16:30 – 18:30	Handover- Clearance form signoff. Removal of Handheld goods only (no trolleys)
Saturday 4 th October, 2025	08:00 – 18:00	All stands to be broken down and cleared

BOOKING CONDITIONS

No exhibitor may sub-let or share the allocated booth with any other company or organization without the permission of the organizers. Exhibitors wishing to share their booth with anyone outside of their own company must enter the name of the sharing companies on the sharing application form and provide full details of sharing companies for the show catalogue. Sharing companies are limited to 1 per 9sqm module. Please refer to the services provided to main and sharing exhibitors in the manual, as this may differ from previous years.

The organizers reserve the right, in the event of unavoidable circumstances, to change the layout of the exhibition. Exhibitors affected by any change will be notified accordingly.

The organizers' decision on the suitability of any exhibit is final. No exhibitor shall change or add to the products and the services to be displayed without the written consent of the organizers. Any stand that, in the opinion of the organizers, is not suitable must be altered to comply with the organizer's requirements at the expense of the exhibitor.

Should any queries arise that are not covered by this manual, exhibitors should contact the organizers directly.

BUILD-UP AND BREAKDOWN PROCEDURES

No work is permitted on site unless exhibitors have paid all invoices in full. The buildup schedule is as follows:

Sat 27 th & Sun 28 th Sept, 2025	07:00 – 23:00 Custom build
Monday 29 th September, 2025	07:00 – 23:00 Branding & Exhibitor setup
Tuesday 30 th September, 2025	10:00 – 15:00 Booth Handover

All stands must be completed by 23:00 Monday 29th September, 2025.

All contractors must ensure that tarpaulin is used to cover all working areas to maintain cleanliness and safety standards. NO PAINTING IS ALLOWED ON THE SITE.

No on-site construction is permitted. Contractors are allowed to install pre-builds done offsite. Vinyl graphics must be mounted on forex or corex boards and should not be applied directly onto the shell scheme structure.

Please note: Any vinyl graphics pasted directly onto the shell scheme panels, the exhibitor will incur a surcharge of USD 2.30 (Kshs. 300) per panel.

For all 3rd Party contractors/ suppliers/ deliveries, please make sure that they have **their national id cards/passports.**

Prior ONLINE registration/accreditation of 3rd party companies, personnel and vehicles IS MANDATORY. Nothing will be accepted by the organizer on behalf of exhibitors. Contractor vehicles and goods must be removed from the site once offloaded- At the designated area. **Bulky or heavy exhibits will be denied entry after 0800 on Tuesday 30th September, 2025.**

Exhibitors are reminded that the storage of packing cases or materials on the exhibition site is strictly prohibited. Please make arrangements for all additional items during the period of the exhibition.

The exhibition will close on Friday 3rd October, 2025 at 16:00. **Please do not start to break down your stand** before 1700hrs. You **MUST** wait until all the visitors have left the exhibition venue, you

may then commence the breakdown of your stand. **Only hand-held goods** will be allowed to be removed at this time. Other items **MUST** be cleared and collect on **Saturday, 4th October, 2025 from 7am**. Take down of customized booths is the responsibility of the Exhibitor.

The show organizers will provide general security; please remember you are responsible for the safety of all your valuable items from build-up time through to break-down. The organizers cannot be held responsible for any loss or damage during this time.

Please ensure to have cleared your stand of all loose goods and valuables, marketing material and collateral related to your stand by 18:30 on Friday 3rd October, 2025. The organizers will dispose of the items that are not removed by the appointed time (at the expense of the exhibitor). Any sand, mud, ballast, straw or similar materials must be removed by the respective exhibitor by close of break-down.

VENUE DETAILS

Uhuru Gardens National Monument & Museum Lang'ata Road, Nairobi, Kenya

MEDICAL ASSISTANCE

Basic medical assistance will be available for the duration of the exhibition. Please contact the organizer's office in case of an emergency.

MAP TO UHURU GARDENS NATIONAL MONUMENT & MUSEUM FROM JKIA





SECTION D – GENERAL INFORMATION (A – Z)

ALCOHOL

Alcohol will not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee will apply. The venue requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18.

BANKING DETAILS AND ADDRESS

To facilitate a seamless and efficient experience for all exhibitors, please adhere to the following finance procedures and requirements:

1. Payment of Exhibition Space/Booth

- ☐ All booth fees must be settled in full before the designated setup dates as outlined in this manual.
- ☐ Access passes and booth construction permissions will be granted only upon confirmation of full payment by the Finance Department.

2. Payment Terms & Conditions

- ☐ The Kenya Tourism Board (KTB) is tax-exempt. Invoices will not include taxes, and no withholding tax should be applied. A tax exemption notice is available upon request.
- ☐ Proof of payment (POP) must be emailed to accounts@mkte.co.ke immediately after payment for verification, confirmation, and receipt issuance.

3. Invoicing and Payment Procedures

- ☐ Invoices are generated via the **E-citizen** platform and sent to your primary registered email. Payments should be made through the payment methods provided on the invoice link.
- ☐ Payments must be made using **approved E-citizen payment methods** linked to the invoice.
- ☐ Payments should be completed within **7 days** of invoice issuance to secure your booth.
- ☐ Exhibitors are responsible for bank and transaction charges, including intermediary bank fees.
- ☐ Note that **partial payments or deposits** are not permitted via E-citizen, and reversals are not processed.
- ☐ Cash and cheques are not accepted forms of payment.

4. Exhibition Rates

For detailed information on booth packages, co-exhibitor charges, extras, and applicable fees, please refer to the official **Exhibitor Rate Card** available on our website: https://mkte.co.ke/exhibitors/#EX_Ratecard

5. Post-Payment Procedures

- Upon verification, a **receipt**, **E-badge** and **B2B matchmaking link** will be sent to your primary email address.
- Print your badge and present it onsite for badge holder/lanyard collection at the Accreditation Desk.

6. Refund and Withdrawal Policy

- Payments are non-refundable once processed.
- Withdrawals after matching with buyers will not be eligible for refunds or credits.
- Withdrawals before matchmaking may result in the payment being carried forward to a future MKTE edition, subject to the following conditions:
 - If the future booth cost is equal, the full payment will be transferred.
 - If lower, no refund will be issued.
 - If higher, the exhibitor must pay the difference.

7. Finance Desk

- An on-site finance desk will be available during setup and exhibition periods to assist with additional badge purchases and financial matters.
- Early settlement and inclusion of all required extras are recommended to prevent delays.

For further financial assistance, please contact: accounts@mkte.co.ke.

BROCHURE DISTRIBUTION AND SHOW ETIQUETTE

As this is a business show it is important that the exhibiting company ensure that all their staff always conduct themselves in a professional matter. You are allowed to attract visitors to your stand and work with them in your exhibition space. However, you are not allowed to hand out brochures and information in areas other than your stand. Working in the aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors.

CARE OF BUILDINGS

Painting, nailing, or drilling of floors, walls, ceilings, or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes, or electrical fixtures. The floor is already carpeted/floored so any floor covering tape not removed by the exhibitor, will result to a surcharge.

CATALOGUE (PRINT & DIGITAL)

Each exhibiting company (main & sharing) is entitled to a complimentary entry in the official MKTE 2025 catalogue. This will include the company contact details as well a 50-word profile filled during registration, describing the company's product and services. Should you wish to check or change this entry or purchase additional advertising space in the catalogue, please email the organizers on exhibit@mkte.co.ke.

CATERING

Food and refreshments will be sold at the food court within the exhibition venue. No sale of food within the exhibition or seminar halls is allowed.

Non accredited food suppliers and vendors are not allowed within the venue.

CLEANING

The exhibition venue will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisles are kept clear of rubbish and are cleaned on a regular basis.

COOKING & SAMPLING

Any requirement for cooking at a stand must be communicated in advance to the organizers, giving all the relevant details.

The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organizers.
- Solid food portions should be no larger than 'bite size' portions – 85g of food on toothpick.
- Beverage tasting must be in 'tasting cups' – 20ml of beverage.
- Bottles will be subject to a negotiated corkage fee- where applicable.
- Should samplers interfere with the normal traffic of neighboring exhibition stands, the organizers will have no alternative but to request that the sampling be stopped.
- The exhibitor must supply large plastic rubbish bins with a supply of plastic bags for disposal of utensils used for such sampling.

DIARIES

Pre scheduled matchmaking appointments will all be made in your online diaries. You will receive access to your diaries through the primary email you used during registration. For any queries, please contact: meetings@mkte.co.ke.

ENTRY TO THE SHOW

MKTE reserves the right to refuse admission to any visitor, exhibitor or exhibitor's employee who, in the opinion of show management is unfit, intoxicated or in any way creating a disruption at the show.

EVENTS PROGRAMME

The events program is updated regularly and is posted on the website for your ease of reference – please visit the events link on www.mkte.co.ke.

EXCLUSIVE RIGHTS

Participating exhibitors have the exclusive right to promote or sell goods or services at the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the organizers will be permanently removed from the expo area. Exhibitors are asked to report any infractions to the Organizer's Office for immediate action to be taken.

FIREARMS

The venue is a strictly weapon-free and the use of any weapon is not permitted. Exhibitors intending on displaying firearms or weapons must apply to the Firearm Licensing Department to obtain a license. No personal firearms may be carried into the venue during the expo period.

FIRE PROTECTION

All materials used in construction work, displays etc. must be effectively fire-proofed or made from non- flammable materials.

FLOORPLAN

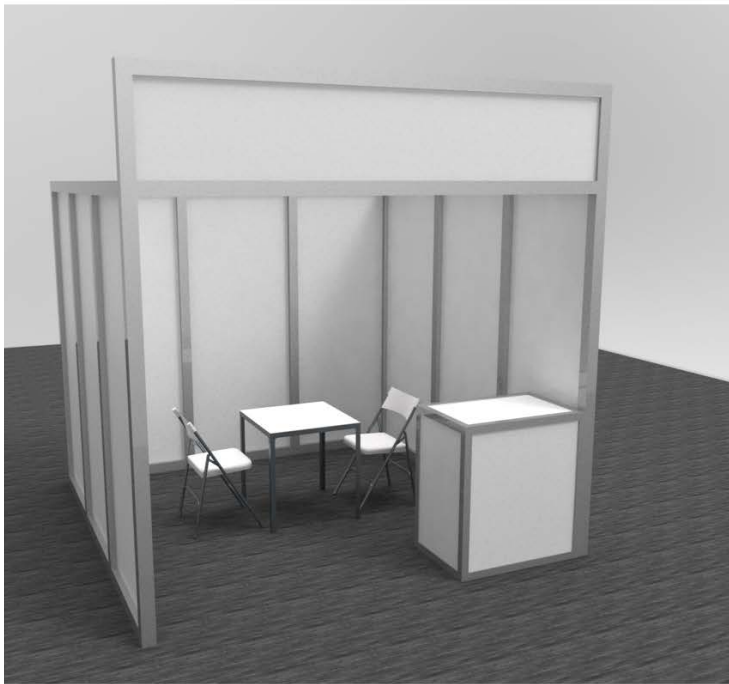
The updated floorplan is posted in your exhibitor zone for your ease of reference – please visit www.mkte.co.ke and log in to view the floorplan. The organizers reserve the right, in the event of unavoidable circumstances, to change the layout of the exhibition without notice. Exhibitors affected by any such change will be notified in writing and offered the next best space available.

GRAPHICS

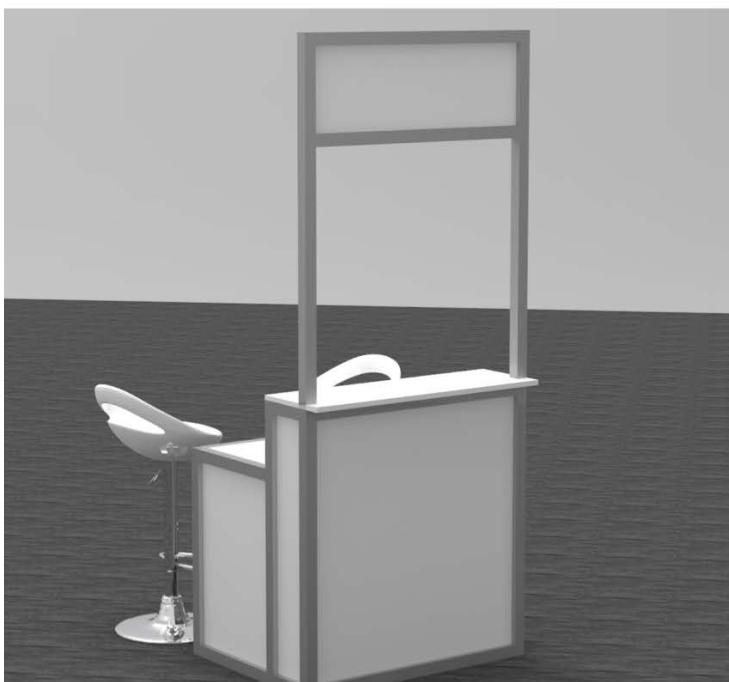
Each exhibitor has booked an exhibition booth with walls for panel graphics, **please note that Booth customization/branding is a separate cost.** Exhibitors may select from the accredited supplier list (included in this manual) for expo booths customization & panel graphic printing.

Please confirm your requirements with the accredited supplier of your choice before the expo dates for your convenience.

For Booth Customization, please confirm your designs by Tuesday, **23rd September, 2025.**



Branded Surface	Actual Size:	Graphic Specifications:
Panels	1m wide x 2.5m high (excluding bleed)	980mm wide x 2480mm high (excluding 500mm bleed)
Lockable Desk	1m wide x 1m high x 0.6m deep (excluding bleed)	900mm wide x 884mm high x 60mm deep (excluding bleed)
In your graphics, please include bleed as above to ensure your supplier is able to adjust graphics if needed		
Format:	PDF, alternatively PSD, EPS.	
Minimum :	300dpi	
Medium:	We Transfer, Google, Drive, Drop Box	
We recommend that you please label your graphics clearly per panel i.e., 1, 2, 3 left to right for supplier alignment.		



Branded Surface	Actual Size:	Graphic Specifications:
Lower front	1m wide x 1m high (excluding bleed)	910mm wide x 1000m high (excluding bleed)
Sides	0.75m wide x 0.45m high (excluding bleed)	750mm wide x 450m high (excluding bleed)
In your graphics, please include bleed as above to ensure your supplier is able to adjust graphics if needed		
Format:	PDF, alternatively PSD, EPS.	
Minimum :	300dpi	
Medium:	We Transfer, Google, Drive, Drop Box	
We recommend that you please label your graphics clearly per panel i.e., 1, 2, 3 left to right for supplier alignment.		

HAZARDOUS EQUIPMENT AND BOTTLED GAS

No equipment of a hazardous or dangerous nature is to be used or employed without the written consent of the organizers and where appropriate, Local Authorities. The organizers accept no responsibility in the event of the Local Authorities failing to give necessary permission.

Compressed air, oxygen, hydrogen, dissolved acetylene or other gas or liquid under pressure must be supplied in steel cylinders, and then only by written consent of the organizers prior to its entry into the building. Exhibitors must contact the organizers if they plan to use bottled gas.

INSURANCE

It is recommended that insurance cover taken for the duration of the exhibition includes transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its agents or contractors first enters the exhibition venue and to continue until all exhibits and property have been removed.

The organizer carries public liability for visitors but is not responsible for the insurance of exhibits or display material on stands. Exhibitors are strongly advised to pack and remove from the exhibition venue all portable, appealing, and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TV's, Cables, Chargers, etc.. must not be left unattended at any time. Exhibitors shall be responsible for replacing or making payment on any loss or damage to items that they have rented or hired from the organizers or exclusive outsourced contractors.

LOST AND FOUND

The organizer is not responsible for the safekeeping of any items left behind after the event. Should items be stored, the organizer may charge the exhibitor reasonable removal and/or storage fees. Any items found should be handed to security or the organizers office.

ORGANIZERS' OFFICE

The main organizers' office will be within the exhibition venue. The organizers will be at the expo to offer assistance to both exhibitors and contractors, who should report their arrival to the office to receive any updates and/or information. All additional services for exhibitors will be handled by the organizers. Emergency messages may only be left or received at the organizers' office.

MAINTENANCE

If you need to carry out maintenance work on your stand after the exhibition closes, please inform the organizers by 14:00 on the same afternoon that arrangements may be made for the provision of necessary support.

PHOTOGRAPHY & VIDEO RECORDINGS

Photography at the venue is restricted in some areas, exhibitors are advised to seek guidance from the organizers.

Unauthorized photography or videography of exhibits is prohibited. Exhibitors may photograph their own exhibits only. Organizers will have an official photographer on site to cover MKTE, approved photos will be made available after the show.

SECURITY

Majority of theft occurs during build-up and break-down time periods, especially the first half hour after the show closes. Taking the below precautions into consideration may help prevent loss of items from your exhibition stand. The organizers are not responsible for any loss of items before, during and after the event.

- After setting up your exhibit and at the end of the show each evening, cover your materials with a sheet or some type of cover.
- Do not leave valuable items (such as handbags, cell phones, laptops etc.) unattended on your stand.
- Hire specific stand security to safeguard your exhibit and materials.
- At the close of the show, pack your valuable items first and do not leave them unattended.
- Do not indicate the contents of your boxes i.e. computer, laptop, etc.
- Make sure arrangements have been made to have your stand and equipment removed.

The security provided by the organizers is general venue security and not individual stand security. Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property. Please ensure that any incident involving the loss of property is reported to the organizer's office. Failure to do so could result in insurance companies refusing to meet claims.

SERVICES

All additional services can be ordered directly with the Accredited Suppliers listed in this manual. Should you require any additional item in this manual, please complete the order forms included in this manual and email them to logistics@mkte.co.ke.

DEADLINE FOR ALL SERVICE ORDERS: 23rd September, 2025.

Thereafter and on site, there will be a 20% surcharge for all service orders.

SOUND LEVELS AND PRODUCT DISPLAYS ON STANDS

Please note that amplifiers or live music may not be used without the written approval of the organizers. Audio-visual presentations/demonstrations must not exceed the 'reasonable volume' or cause aisles to be obstructed. The organizers reserve the right to restrict the number of or cancel presentations or demonstrations causing obstructions within aisles and/or are a nuisance to neighboring stands. The organizers must give their written approval where any of the following is proposed i.e., any recording, broadcasting, or use of radios (two-way), film, sound, music, video, or any other presentation likely to generate excessive noise. Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not block the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organizer approval. We will ask you to turn down or turn off any sound system that is hindering your neighbor's ability to conduct business. Sampling outside of the contracted exhibition space will not be allowed.

SIGNAGE

Signage must be professionally produced. Should you wish to have any signage or graphics printed for your stand, please contact your appointed venue contractor as listed under official contractors. No hand-written, sale or show-special signs are permitted. Exhibitors who take meeting pods may not display any signs or logos on the fascia/privacy board in addition to the graphics provided. No photocopied signs stuck with glue on the panels will be allowed.

SMOKING

Smoking is prohibited at all times in all areas within the exhibition venue, food services areas, public and service corridors and restrooms. Smokers may make use of the designated smoking areas.

TRADE VISITORS

Trade Visitors should register online at www.mkte.co.ke to avoid delays on arrival at the exhibition. All applications will be approved by the organizer.

Trade visitor fees:

- **\$15 per person** for a **1-day pass** or **\$30** for a **season pass** if paid **by 30th September, 2025**
- **\$20 per person** for a **1-day pass** or **\$40** for a **season pass** for **onsite payments**.

You will be provided with an e- badge which shall be used to gain access to the EXPO for the paid days.

VEHICLE DISPLAY

Outdoor bookings for the display of motor vehicles should be made with the organizers prior to the event.

Special conditions apply:

- The vehicle may not be filled with more than a $\frac{1}{4}$ tank of fuel.
- If possible, the battery must be disconnected for the duration of the exhibition.
- A drip tray must be provided and placed underneath the motor vehicle for any oil leaks.
- A fire extinguisher must also be positioned on the stand.
- Vehicles may not be started, run or moved during event hours.
- No silicone-based tire polish on vehicle tires.

VETTING

To uphold the highest standards of quality across the exhibition, all stands will be vetted and officially handed over by the organizers on **Tuesday, 30th September 2025**, between **10:00hrs and 15:00hrs**. Should the above rules and regulations not be adhered to, the exhibitor will be given notice to immediately rectify the problem.

Should any questions arise that are not covered in this manual, you are welcome to contact the organizers directly. In the event of any dispute, the decision of the organizer is final.

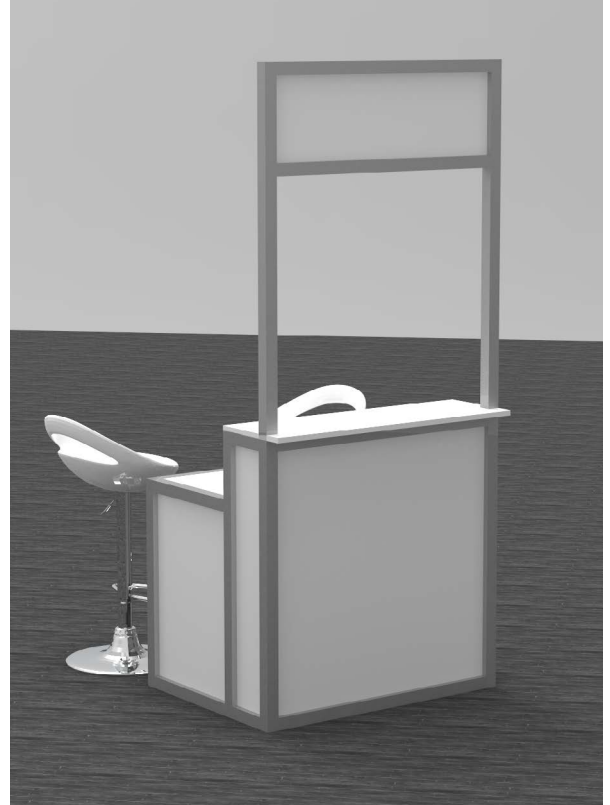
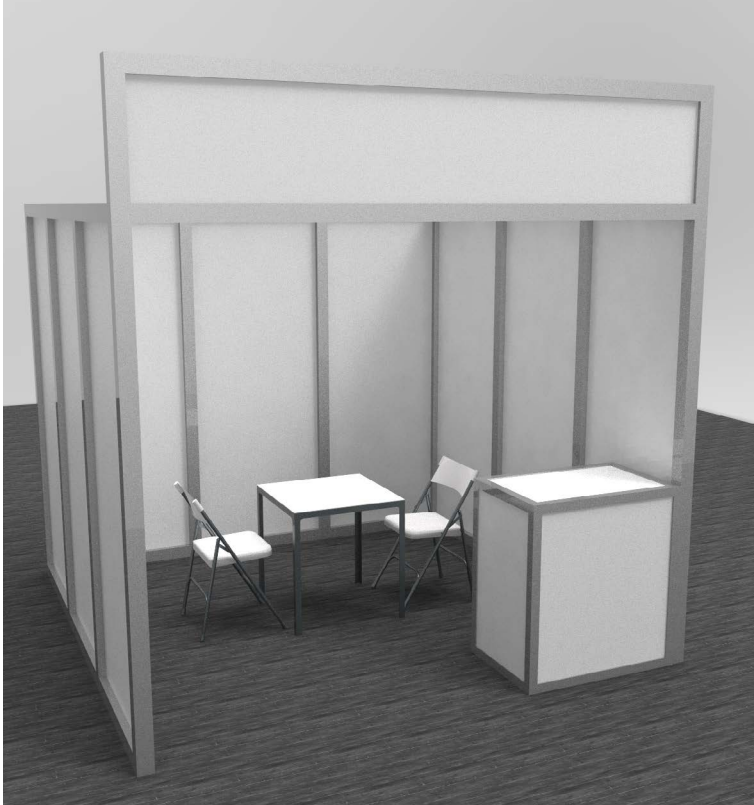


EXHIBITOR PACKAGES

Exhibition Booth Package

- Exhibitor Registration
- 3m x 3m Stand = 9sqm
- Online Catalogue Entry
- Printed Catalogue Entry
- 1 x Meeting Diary
- 2 x Exhibitor Badges

- 1 x Lockable Desk
- 1 x Table
- 2 x Chairs
- 1 x Plug point (240volts)
- Company name signage on fascia
- Waste Bin
- 1 x Opening cocktail Invite



Sharing Exhibitors @ 400USD each

- Registration
- Online Catalogue Entry
- Printed Catalogue Entry
- 1 Exhibitor badge
- 1 Meeting Diary

Additional Diaries

Additional Diaries @ 350USD each

Electrics

Each exhibition booth will include basic electrics, should you need additional services, please refer to the electrical order form.

- Lighting – 2 x spotlights
- Power – 1 x power socket

Exhibition Booth Panels

Any damaged wall panels will be charged at a cost of 100USD per panel. **Vinyl graphics should be mounted on forex or corex boards first and must not be applied directly onto the shell scheme structure. If sticker is pasted directly on the shell scheme you will be charged Ksh.300 (2.50 USD) for debranding.**

Outdoor space @ 250USD per sqm (minimum of 36sqm)

A limited amount of outdoor space is available for heavy/large exhibits that cannot be accommodated within the venue. This includes vehicles and tented structures. Exhibitors must provide details of their proposed outside exhibits to the organizers at the time of booking. Exhibitors will be given modules of 36sqm on the grass, and it is the responsibility of the exhibitor to provide suitable coverings as required. Basic power will be provided (240volts).

Fascia Board

Each stand will include a fascia board with your company name (maximum 25 letters including spacing) and booth number in a standard color and font. Unfortunately, logos, slogans, flags etc. cannot be accommodated on the fascia board. **Exhibitors are strictly prohibited from altering the fascia branding provided on the shell scheme booth. All fascia designs are standardized to maintain consistency across the show floor and must remain as installed by the organizers.** The organizer is responsible only for branding the fascia of shell scheme booths. The construction and branding of custom-built fascia stands remain the sole responsibility of the contractors or exhibitors undertaking such builds.

General

- The main expo hall/s will have wall-to-wall flooring
- General cleaning will be done daily.
- Any additional furniture can be ordered from the furniture order form.

CUSTOM BUILD STANDS

All stand designers, stand builders and custom build exhibitors must familiarize themselves with the information below and complete the compulsory indemnity form in the exhibitor manual. No stand construction will be allowed without the logistics department receiving this form. All designs for custom build stands must be submitted to logistics@mkte.co.ke by Tuesday, **23rd September, 2025**. These plans, sections, specifications and written particulars must be submitted in a clear and legible manner.

- ☐ The layout and dimensions of every structural object of the construction, including staircases.
- ☐ The materials to be used in the construction.
- ☐ The width and position of exits and escape route within the stand.
- ☐ The provision made in the construction of the stand for protection against fire and spread of flames.
- ☐ **No** double story stands are permitted.

The organizers reserve the right to reject a design of a custom build stand that unreasonably obscures or affects nearby exhibitor sites in any way. Deadline for submission of plans: Tuesday, **23rd September, 2025**.

Any contract entered into between an exhibitor and contractor does not in any way form the contract between the exhibitor and the organizers. Responsibility will not be accepted by the organizers for any dispute or difference between exhibitor and contractor in any way whatsoever. Exhibitors will be responsible for all payments due on such contracts. Exhibitors will be held responsible for the conduct of their contractors and subcontractors.



OFFICIAL CONTRACTORS - EXPO BOOTH CUSTOMISATION AND BRANDING

- 1. Turtle Creative**
Contact person: Beatrice Wangui
Tel: +254737726693
Email: beatrice@turtlecreative.africa
- 2. Six Ideas Branding Ltd**
Contact Peter Kibe
Tel: +254 722 230449
Email: kibe@sixideas.co.ke
- 3. Bijon Brand Africa Ltd.**
Contact: Simon Kihara
Tel: +254 721 477889 | +254 721 782770
Email: info@bijonbrandafrica.com
- 4. Bunifu Branding**
Contact: Francis C. G
Tel: +254 726 595863 | +254 724 729564
Email: info@bunifubranding.co.ke
- 5. The Event Management Company Ltd (TEMCO)**
Contact Person: Anne Mutugi
Tel: +254722521498
Email: annem@tem-co.com
- 6. Myla Consultancy Limited**
Contact Person: Anne Diminga
Tel: +254 727579773
Email: info@mylaconsultancy.com
- 7. Beysix studio Limited**
Contact person: Newton Nguku
Tel: +254720805652
Email: rfq@beysix.co.ke



SECTION F – TRAVEL AND ACCOMMODATION

All exhibitors are responsible for their own accommodation during the exhibition. There are several hotels in the vicinity of the venue. Please see the list of partner hotels below.

Visit www.mkte.co.ke for discounted rates from our partner hotels.

TRANSPORT & FLIGHTS

All exhibitors are responsible for their own transport and flights to and from the exhibition.

Kindly take note of the following directive effected from 30th May, 2025- Visa free regime in Kenya

IMPLEMENTATION OF ELECTRONIC TRAVEL AUTHORIZATION (eTA)

Following the Kenya Gazette Supplement No. 1 dated 2nd January, 2024 on Kenyan Citizenship and Immigration the Government has developed a digital platform <http://www.etakenya.go.ke> that will identify travelers to Kenya in advance.

All travelers to Kenya will be required to apply and pay for the eTA prior to travel, with exclusion as indicated below.

Travelers with already paid and issued visas will continue to use them for entry until the expiry of their validity.

A. PERSONS WHO ARE EXEMPTED FROM OBTAINING THE ELECTRONIC TRAVEL AUTHORIZATION (ETA)

1. Holders of Kenya Permanent Residence, valid Work Permits and Passes.
2. All persons whose passports are endorsed with valid Kenya reentry passes or any other written authority in lieu of a re-entry pass.
3. Citizens of the East African Partner States: These countries include Burundi, Democratic Republic of Congo, Rwanda, South Sudan, Tanzania and Uganda for a period not exceeding 180 days.
4. Nationals of the following Countries for a period not exceeding ninety (90) days □ Barbados, Belize, Botswana, Brunei, Cyprus, Dominica, Eritrea, Eswatini, Ethiopia, Fiji Island, Gambia, Ghana, Grenada, Guyana, Jamaica, Kiribati, Lesotho, Malaysia, Maldives, Malawi, Mauritius, Mozambique, Namibia, Nauru, Papua New Guinea, 1086 Kenya Subsidiary Legislation, 2025 Union of Comoros, Samoa, San Marino, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Swaziland, Seychelles, The Bahamas, The Gambia, Tonga, Trinidad and Tobago, The Republic of Congo (Brazzaville), Tuvalu, Vanuatu, Zambia, Zimbabwe.
5. Nationals of the following African countries for a period not exceeding sixty (60) days □ Algeria, Angola, Benin, Burkina Faso, Cape Verde, Cameroon, Central African Republic, Chad, Cote d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Gabon, Guinea, Guinea Bissau, Liberia, Madagascar, Mali, Mauritania, Morocco, Niger, Nigeria, Sao Tome and Principe, Senegal, Seychelles, Sudan, Togo and Tunisia,
6. All passengers in transit through Kenya arriving and leaving by the same aircraft or transferring to another aircraft and who do not leave the precincts of Airports in Kenya.

7. All passengers arriving and leaving by the same ship and who do not leave the ship.
8. Members of crew of any ship, aircraft, train, vehicle or carrier; whose name and particulars are included in the crew manifest of the ship, aircraft or carrier; and who is proceeding in such ship, aircraft or carrier to a destination outside Kenya.
9. Owners of private aircraft stopping over for refueling in Kenya and who do not leave the precincts of the airport.
10. Holders of United Nations Organization Laissez-Passers whilst on official UN Business.
11. Holders of African Union Laissez-Passers whilst on official A.U. business.
12. Holders of African Development Bank Laissez-Passers, whilst on official A.D.B. business.
13. Holders of Arab Bank for Economic Development in Africa Laissez-Passers, whilst on official BADEA business.
14. Holders of International Red Locust Control Organization for Central and Southern Africa Laissez-Passers, whilst on official I.R.L.C.O. business.
15. Holders of Desert Locust Control Organization Laissez-Passers, whilst on official D.L.C.O. business.
16. Holders of COMESA Laissez-Passers, whilst on official COMESA business.
17. Holders of International Monetary Fund and World Bank Laissez – Passers whilst on official IMF/ World Bank Business.
18. Holders of Inter-Governmental Authority on Development (IGAD) Laissez- Passers whilst on official IGAD business.
19. Holders of African Airlines Travel Association (IATA) LaissezPassers whilst on official business. Kenya Subsidiary Legislation, 2025 1087 .
20. Holders of Environment Liaison Centre International (ELCI) Laissez-Passers whilst on official ELCI business.
21. Holders of Union of Radio, Television Network of Africa (URTNA) Laissez- Passers whilst on official URTNA business.
22. Holders of International Labour Organization (ILO) Laissez – Passers whilst on official ILO business.
23. Holders of Preferential Trade Area/Common Market of East & Southern African Bank Laissez – Passers whilst on official PTA/COMESA business.
24. Holders of European Union Laissez – Passers whilst on official European Union business.
25. Holders of CIP (International Potato Centre) Laissez – Passers whilst on official CIP business.
26. Holders of African Reinsurance Corporation (ARC) Laissez – Passers whilst on official ARC business.
27. Holders of African Housing Fund (AHF) Laissez – Passers whilst on official AHF business.
28. Holders of African Export – Import Bank (Afreximbank) Laissez - Passers whilst on official Afreximbank business.
29. Holders of Diplomatic and Service Passports from The Islamic Republic of Iran for a period not exceeding (30) Days stay.
30. Holders of Diplomatic, Official, Special, and Service Passports, from The Republic of Turkey and members of their families holding valid Diplomatic, Official, Special, and Service Passports, while on Transit or Stay not exceeding ninety (90) days.
31. Holders of Diplomatic, Official or Service Passports from the Federal Republic of Brazil for a period not exceeding ninety (90) days.
32. Holders of Diplomatic, Official or Service Passports from the Republic of India for a period not exceeding ninety (90) days.
33. Holders of Diplomatic, Official or Service Passports from the People's Republic of China for a period not exceeding thirty (30) days.
34. Serving Members of the British Military.

Kindly seek further information from <https://kcaa.or.ke/>

Please note that the organizers or Kenya Tourism Board cannot be held responsible for visa applications or exceptions. It is each individual's responsibility to check with their local offices what visas and travel documents would be required in advance or on site for entry into Kenya.

Kindly confirm if you need a visa to enter Kenya which you can apply on the official portal. Create an account here and apply for it <https://accounts.ecitizen.go.ke/>

Kenya Tourism Board can assist with visa invitation letters if you need. Please send a request email with these details to Lucy Muturi at exhibit@mkte.co.ke.

- Passport first name
- Passport surname/family name
- Passport number
- Passport expiry date
- Company name

GENERAL TRAVEL REQUIREMENT

Health requirements include vaccinations against yellow fever, tetanus, typhoid, and hepatitis A. Vaccinations against meningitis and polio are recommended as well as protection against malaria. If there are any doubts, advice should be sought from a doctor, travel clinic or the Kenyan authorities.

Please note that the above information was correct at time of going to print and the organizers cannot be held responsible for visa applications or exceptions. It is each individual's responsibility to check with their local offices what visas and travel documents would be required in advance or on site for entry into Kenya.



SECTION G – SERVICES FORMS

Certain items are available for hire, to supplement the standard meeting pod package or for custom build exhibitors.

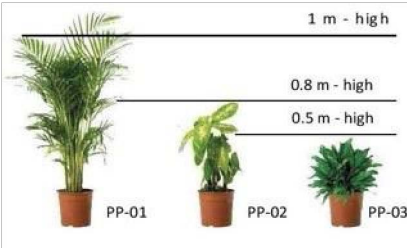
If you wish to order any of these items, please contact logistics@mkte.co.ke or order from the Organizers onsite office. The prices listed include the supply, installation, hire and maintenance during the show and dismantling.

These will be invoiced on receipt of your order and must be paid for in advance.

FORM 1 GOODS & SERVICES ORDER SUMMARY

Form	Service	Sub Total in USD
Form 1	TVs & Plants	
Form 2	Electrical	
Form 3	Indemnity	No Value
Total in USD		

FORM 2**FURNITURE & PLANTS**

		Cost per item (US\$)- Season Cost	Number required	Total Cost (US\$)
1.	LCD Screen	43" Plasma TV \$120.00 55" Plasma TV \$180.00 65" Plasma TV \$240.00 75" Plasma TV \$300.00		
2.	TV Stand	US\$20.00		
3.		Plants pp-03 \$15.00 pp-02 \$25.00 pp-01 \$30.00		
		Table US\$20.00		
		Chairs US\$6.00		

FORM 3**ELECTRICAL (FOR CUSTOM BUILD STANDS OR ADDITIONAL ORDERS TO EXISTING MEETING PODS)**

		Cost per item (US\$)	Number required	Total Cost (US\$)
1.	Additional power socket	US\$15.00		
2.	Additional spotlight	US\$15.00		
3.	DB Board Single Phase	On Special Request		
4.	DB Board Three Phase or Outdoor	On Special Request		
5.	To connect client's lights	On Special Request		
6.	Extension Cable	US\$10.00		
	Total			

FORM 4**EXHIBITOR BADGES**

Exhibitors are allocated **e-badges** according to their category and size of stand and will be used to gain access to the exhibition and official events. These badges are printed per person and are not transferable.

Please contact exhibit@mkte.co.ke for additional badges, , you are welcome to order additional badges at USD 50.00 per badge, valid for the period of the show.

These will be invoiced on receipt of your order and must be paid for in advance.

Main Exhibitors: 2 x complimentary exhibitor badges per 9sqm booth/space

Sharing Exhibitors: 2 x complimentary exhibitor badge per sharing registration

DEADLINE FOR SUBMISSION: **23rd September, 2025**, SUBMIT TO exhibit@mkte.co.ke

FORM 5**INDEMNITY FORM**

AGREEMENT TO BE HANDED IN BEFORE THE START OF BUILD-UP ENTERED INTO BETWEEN:
THE ORGANISERS OF THE MKTE 2025 EXPO (**EVENTS PROMOTIONS LTD**) AND **STAND BUILD-UP CONTRACTORS/ SHELL SCHEME BOOTH BRANDING CONTRACTORS AND/OR EXHIBITORS**

STAND BUILDING COMPANY NAME	
CONTACT NAME	
CONTACT NUMBER/S	
EMERGENCY CONTACT	
CONTACT NUMBER/S	
EXHIBITING COMPANY	
BOOTH NUMBER	
SIGNATURE	

I _____ (name), the duly authorized representative of

_____ (company) hereby acknowledge and agree to ensure

that all work will be performed professionally for MKTE 2025 with consideration to all parties. This includes design, installation, and supply of product. All custom build-ups contractors and shell scheme branding contractors are required to complete the designated registration form and ensure that all crew members are duly registered prior to commencing any work on-site.

DEADLINE FOR SUBMISSION: 23rd September, 2025, SUBMIT TO logistics@mkte.co.ke

FORM 6**PRE-SCHEDULED APPOINTMENT DIARIES**

Main Exhibitors are allocated 1 x pre-scheduled appointment diary per 9sqm Exhibitor booth. Sharing Exhibitors are each allocated their own pre-scheduled appointment diary as well.

These appointment diaries are allocated to the registered stand contact on the application form unless specified otherwise.

Each diary offers a minimum of 30 appointment slots including a lunch break. Should you have any queries, please contact the organizers or meetings@mkte.co.ke.

Should you require additional diaries for the stand, you are welcome to order at US\$350 per diary. These will be invoiced on receipt of your order and must be paid for in advance.



SECTION H – HEALTH AND SAFETY

Generic safety guidelines are provided to inform exhibitors on the “best practices” that should be used to safely exhibit and avoid any possible liability, injury, accident, or loss of life.

Before any work begins on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, looking at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

USE OF AISLES

Disaster management rules and fire regulations in all conference and exhibition venues require that all aisles and access to fire exit doors are always kept free. Exhibitors are required to make adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organizers and/or venue management reserve the right to move, or to have removed, the said item without any liability for loss or damage thereto.

ELECTRICAL PROCEDURES & REGULATIONS

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified.

- All custom-built stands equipment is to be undertaken by a registered wireman only.
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points that should be necessary on a wire-way need to be insulated and of a mechanical nature i.e., strip connector or screw-it connector (no twisting of wires).
- Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
- Each electrical supply provided is intended for one item of equipment or machine on display.
- No electrical installation and/or fitting may be suspended from the ceiling of the exhibition venue or fixed to any part of the building structure without the prior approval of the organizers and the venue, and if permitted, a fee will be levied.
- Fluorescent fittings must be earthed.

EMERGENCY PROCEDURES & FIRE REGULATIONS

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

- Immediately report an incident of concern to the organizer.

- Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue.
- Do not panic.
- Evacuation of the venue will be announced over the venue's PA system.
- Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in their immediate vicinity.
- Fire escapes are situated at intervals throughout the building and are easily accessible.

EXITS AND FIRE ESCAPES

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

FIRE RETARDATION

Hessian, thatch, and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a fire-retardant certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes. Combustible materials are items such as:

- Draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- Combustible material to be treated with a fire-retardant substance as approved by the Fire & Emergency Services

GENERAL FIRE SAFETY ASPECTS

The following aspects regarding fire safety are required to be reported to the organizer prior to start of build-up to the exhibition

- All plans for stage sets and designs, staging, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the organizer.
- All flammable and combustible materials and components will be declared for approval and treated with a flame- retardant. A certificate must be obtained, and a copy of the certificate must be handed to the organizer.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose-made safety containers in minimum quantities.
- Any flammable construction, building and / or other materials shall be treated with a fireretardant substance and certified as such, prior to construction commencement. All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

The organizers and venue management will conduct an inspection of the exhibition on the last day of build-up to ensure compliance and should full compliance with regulations not be adhered to, they have the right to hold back on the opening of the event or fine transgressors.

LIABILITY

The contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition venue make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for its merchandise, fixtures, displays and any other property

of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorized or not authorized to be present at the exhibition venue. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

HEALTH & SAFETY

Exhibitors who have booked custom stands or have a stand builder working for them, must ensure that all contractors and sub-contractors working on the stand comply with the set out safe working practices. Please ensure that the indemnity form is completed and returned to the organizers no later than **Tuesday, 23rd September, 2025**.

SAFETY GUIDELINES

- The venue will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- The organizer must give their written approval where any of the following is proposed:
- Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
- Items that produce fumes, exhaust or smoke;
- Operating machinery and apparatus;
- Use or display of pyrotechnics and lasers;
- Use or display of radioactive materials, flammable liquids, oils, and gasses as well as welding or compressed air;
- The use of balloons and public entertainment including amusement displays, live performances and live animals on display.

SAFE WORKING PRACTICES

Contractors need to ensure they are working according to the guidelines and regulations

- The understanding of the Fire and Emergency Services procedures.
- Ensure aisles leading to emergency exits are kept clear and unobstructed.
- The use of hard hats when working or restricting access to dangerous and hazardous areas.
- The need to wear suitable protective clothing including eye, ear, foot, and hand protection, where relevant.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- That after use, chemicals and liquids are removed from the venue, for safe and proper disposal.
- Such products may not be disposed of in general refuse areas.
- Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used.
- Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- That forklifts are not used by anyone other than fully trained personnel.
- That work is maintained free from general waste material that could be hazardous.
- That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards and tower scaffolding is used and properly constructed.

STRUCTURAL STABILITY

- The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used in construction shall be:
 - Non-combustible material
 - Flame resistant timber of any thickness
 - Flame resistant plastic and boarding
- All materials used for decorative finishes to the set shall be:
 - Able to pass a test of flammability or for surface spread of flame
 - Be fixed taut or in tight pleats to a solid backing
 - Be secured at floor level
- Shall not ignite when subjected to a flame for 10 seconds
- Any paint shall be water based.
- The use of paint sprayers is not permitted.
- Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

The **MKTE 2025** team will assess all designs submitted for the show.

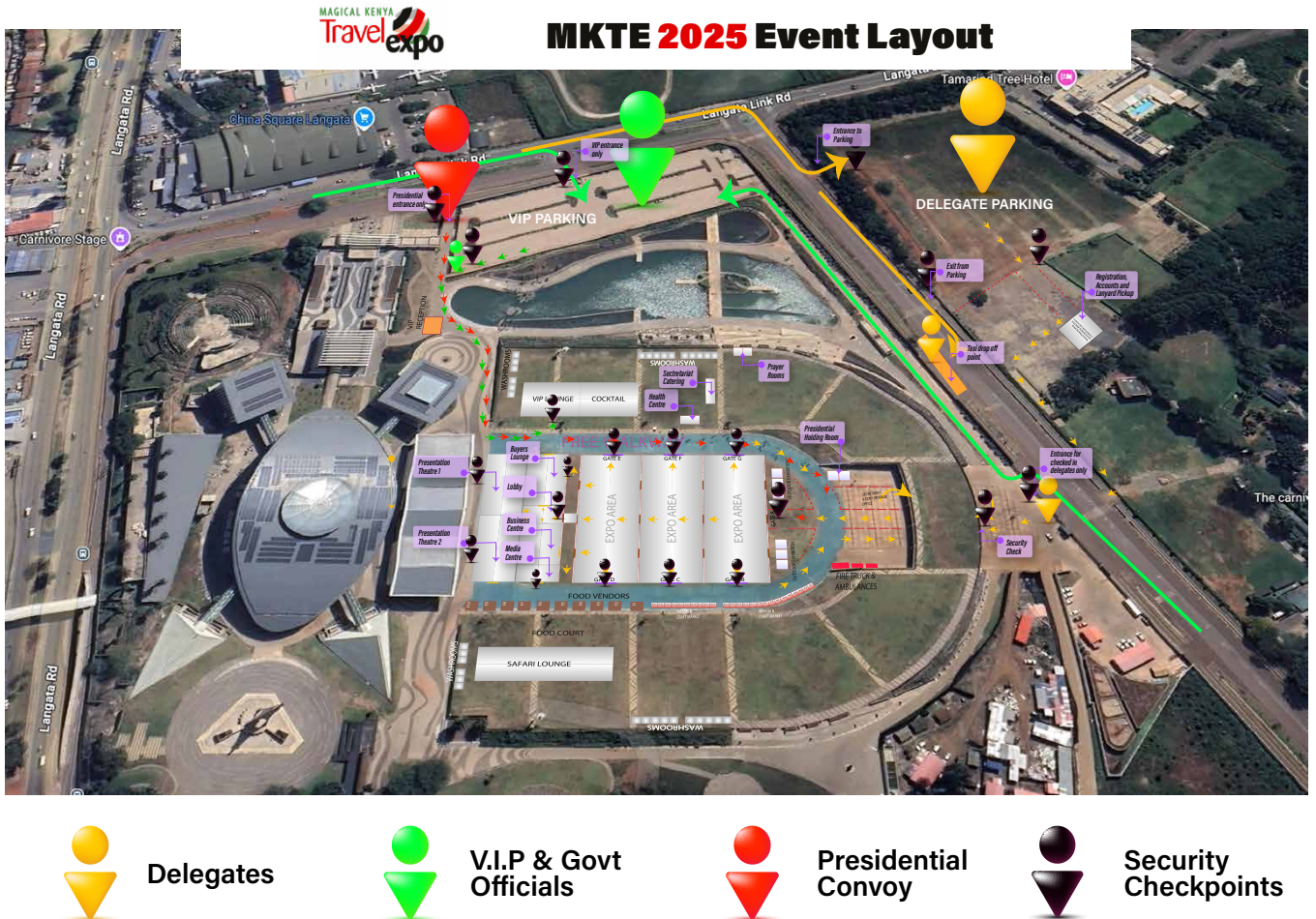
Double storey stands are not permitted.

Custom build exhibition stands which are **over 4m** in height with their floorplans incorporating front, side, and top elevation must be submitted to the event organizers for approval not later than **23rd September 2025**. The exterior or rear of your stand needs to be correctly finished to ensure quality elements facing aisles and other exhibitors. Submit them to logistics@mkte.co.ke

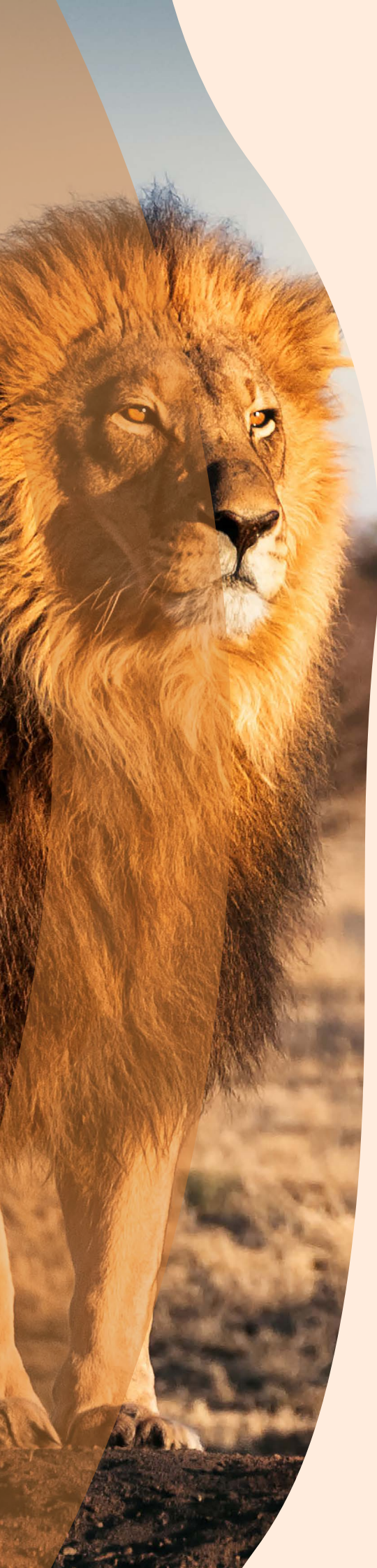
Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

We look forward to seeing you at the **Magical Kenya Travel Expo 2025**.

Asante Sana



MKTE 2025 PROGRAM																
MKTE 2025 THEME: Magical Kenya: Unlocking Africa's Potential through Sustainable Tourism Growth																
DATE/TIME	800	900	1000	1100	1130	11.30-12pm	1200	1300	1330	1400	1500	1600	1700	1630-2130		
TUE-30TH SEPT	Booth Inspection, Acceptance & Signoff (Handover form)													HOSTED BUYERS & MEDIA BRIEFING		
DATE/TIME	800	900	1000	1100	1130	11.30-12pm	1200	1300	1330	1400	1500	1600	1700	1730-2230		
WED-1ST OCT			B2B PRESCHEDULED MEETINGS						LUNCH		B2B PRESCHEDULED MEETINGS			WELCOME COCKTAIL: Buyers, Media, Exhibitors, VIP Guests @ Uhuru Gardens		
			RM A: Reimaiging African Tourism through Digital Transoformation		BREAK/MINGLE	RM A: Future of Tourism Work: Youth, Skills & New Corporate Culture		RM A: Africa's Living Culture: Storytelling, Sustainability for a New Tourism Economy								
			RM B: Innovations Showcasing			RM B: Innovations Showcasing		RM B: Innovations Showcasing								
DATE/TIME	800	900	1000	1100	1130	11.30-12pm	1200	1300	1330	1400	1500	1600	1700	1830-2200	1730-2230	
THUR-2ND OCT			B2B PRESCHEDULED MEETINGS						LUNCH		ATIF	ATIF	B2B PRESCHEDULED MEETINGS		VIP GALA DINNER @ HOTEL	NIGHTLIFE EXPERIENCE @ Uhuru Gardens
			RM A: MKTE/AFIT OPENING CEREMONY; PRESIDENTIAL & MINISTERIAL EVENT										RM A: ATIF/ MINISTERIAL SESSION SIX			
													RM B: ATIF/MINISTERIAL SESSION SEVEN			
DATE/TIME	800	900	1000	1100	1130	11.30-12pm	1200	1300	1330	1400	1500	1600	1700	1700-1730	1800-2230	
FRIDAY-3RD OCT	SPEED NETWORKING G: RM B for Buyers & Exhibitors	B2B PRESCHEDULED MEETINGS						LUNCH		B2B PRESCHEDULED MEETINGS			RM A: CLOSING CEREMONY		EXPO NIGHTLIFE @ Uhuru Gardens	
				RM A: Sustainability in Action: Transforming African Tourism through		BREAK/MINGLE	RM A: Shaping the future of Africa's MICE Industry: Growth, Trends &		RM A: Innovation of product & experiencediversification in Tourism							
				RM B: Innovations Showcasing			RM B: Innovations Showcasing		RM B: Innovations Showcasing							
4 OCT-8 OCT	HOSTED BUYERS & MEDIA FAM TRIPS															



Asante Sana!

MKTE 2025



1st ^{to} 3rd | OCT,
2025



Uhuru Gardens,
NAIROBI

Contact Us:

exhibit@mkte.co.ke

+254 746 104 603

MKTE 2025
ORGANISED &
MANAGED BY:



**Events &
Promotions** Ltd
We Make it Happen.