



ONGWEDIVA

ANNUAL TRADE FAIR

22-30 AUGUST 2025

Application FORM

Tel: +26465230191 Email: info@oatf.com.na

1. EXHIBITOR'S INFORMATION:

Exhibitors Name (Company Name): _____

Contact Person: _____

Identity Number/Passport Number: _____ Job Title: _____

Nature of Business:
(Give a brief description of your business) _____

Contact Details:

Postal Address: _____

Telephone Number: _____ Cellphone Number: _____

Email Address: _____ Website Address: _____

Country of Origin : _____
(For Foreign Exhibitors only)

2. INDOOR STANDS:

2.1 First Option:

Tick on the appropriate box for the stand you are applying.

1. Queen Hall 3x3m² @ **N\$5,775.00**

4. King Kauluma 3x3m² @ **N\$ 3,858.75**

2. Headmen Hall 3x3m² @ **N\$3,307.50**

5. Traditional Tent @ **N\$ 500.00**
(Please Attach ID copy)

3. Fish Hall 3x3m² @ **N\$5,775.00**

Number of Stalls Required: _____ Total Amount Payable (N\$): _____

Do you require white shell hardboard partitioning?

Yes

No

Do you require Exhibitor's name board positioned above the exhibition stand (printed in black/white)?

Yes

No

2.2 Second Option (Optional):

Tick on the appropriate box for the stand you are applying.

If your first choice is unavailable, please select a second preferred exhibition space/hall:

NB: If your second option is for an Outdoor Space, please complete Section 3.2: Outdoor Stands, Second Option.

1. Queen Hall 3x3m² @ **N\$5,775.00**

4. King Kauluma 3x3m² @ **N\$ 3,858.75**

2. Headmen Hall 3x3m² @ **N\$3,307.50**

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Number of Stalls Required: _____ Total Amount Payable (N\$): _____

Do you require white shell hardboard partitioning?

Yes

No

Do you require Exhibitor's name board positioned above the exhibition stand (printed in black/white)?

Yes

No

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3. OUTDOOR STANDS:

3.1 First Option:

Tick on the appropriate box for the stand you are applying.

- | | |
|---|--|
| <input type="checkbox"/> 1. Open Stand Cat A: 6 – 9m ² @ N\$2,500.00 | <input type="checkbox"/> 5. Open Stand Cat B: @ N\$ 3,500.00 |
| <input type="checkbox"/> 2. Open Stand Cat C: 36m ² @ N\$7,350.00 | <input type="checkbox"/> 6. Open Stand Cat D: Kidz Entertainment 81m ² @ N\$7,350.00 |
| <input type="checkbox"/> 3. Open Stand Cat E: 150m ² Paved- Area @ N\$18,000.00 | <input type="checkbox"/> 7. Open Stand Cat E: Non-Paved Area 150m ² @ N\$17,100.00 |
| <input type="checkbox"/> 4. Open Space Fish Truck Cat G: 36m ² @ N\$7,500.00 | |

Number of Stands Required: _____ Total Amount Payable (N\$): _____

3.2 Second Option (Optional):

Tick on the appropriate box for the stand you are applying.

If your first choice is unavailable, please select a second preferred exhibition space/hall:

NB: If your second option is for an Indoor Stand, Please complete Section 2.2: Indoor Stands, Second Option.

- | | |
|---|--|
| <input type="checkbox"/> 1. Open Stand Cat A: 6 – 9m ² @ N\$2,500.00 | <input type="checkbox"/> 5. Open Stand Cat B: @ N\$ 3,500.00 |
| <input type="checkbox"/> 2. Open Stand Cat C: 36m ² @ N\$7,350.00 | <input type="checkbox"/> 6. Open Stand Cat D: Kidz Entertainment 81m ² @ N\$7,350.00 |
| <input type="checkbox"/> 3. Open Stand Cat E: 150m ² Paved- Area @ N\$18,000.00 | <input type="checkbox"/> 7. Open Stand Cat E: Non-Paved Area 150m ² @ N\$17,100.00 |
| <input type="checkbox"/> 4. Open Space Fish Truck Cat G: 36m ² @ N\$7,500.00 | |

Number of Stands Required: _____ Total Amount Payable (N\$): _____

4. AGRICULTURAL EXHIBITION SHOW:

Outdoor Open Stand: 6-9m² @ **N\$ 2,500.00**

- Yes
 No

5. EXHIBITION CATEGORY:

The product/service sector's I/we wish to exhibit is (Please tick the appropriate category)

- | | | |
|---|--|---|
| <input type="checkbox"/> Real Estate/Properties | <input type="checkbox"/> Tourism & Hospitality Industry | <input type="checkbox"/> Health & Allied Services |
| <input type="checkbox"/> Small Scale Enterprise | <input type="checkbox"/> Government Ministries/
Office/Department | <input type="checkbox"/> Stationery & Publishing |
| <input type="checkbox"/> Arts & Crafts/Traditional/Indigenous | <input type="checkbox"/> Regional/Local Authority Council | <input type="checkbox"/> Media |
| <input type="checkbox"/> Fisheries and Marine Resources
(Fish Hall Only) | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Information Communication Technology |
| <input type="checkbox"/> Energy Sector | <input type="checkbox"/> Banking Institution | <input type="checkbox"/> State Owned Enterprises |
| <input type="checkbox"/> Manufacturing & Industrial | <input type="checkbox"/> Non-Banking Financial Institution | <input type="checkbox"/> Toys |
| <input type="checkbox"/> Automotive/Transport | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Clothing & Textiles |

Other, Please Specify: _____

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6. ADDITIONAL INFORMATION:

- The submission of an application form does not guarantee the applicant an exhibition booth/stand/space.
- Limited tables are available for rental, for the duration of the fair. Only one table per exhibition stand, up to a maximum of two tables for more than one stand, shall be allowed.
- The standard exhibition Price Includes:
 - The Exhibition Space (Up to 9m2).
 - 2X Exhibitor's Passes and 1X Vehicle Pass ONLY (N/A to SME Tent).
- Only 2X additional Exhibitor's Pass @ N\$200.00 each can be ordered per stand.
- ONLY 1X additional Vehicle Pass @ N\$180.00 can be ordered per stand.
- Access Pass Booklet (15 Paged) @ N\$ 300.00 : Each pass is valid for one entry only.
- Rental fee per table @ N\$ 100.00 for the duration of the Fair.
- Special Exhibitor's Pass @ N\$ 360.00.
- Special Vehicle Pass @ N\$360.00.
- Rental of Conference Hall/Function Tent (2x hour session) @N\$1, 500.00.
- Bookings shall only be confirmed once actual payment has been received.

7. IMPORTANT DATES

- Successful applicants will be notified as from **31st March 2025**.
- The deadline for payment of exhibition stands **30th June 2025**.
- Applications for extra entry and vehicle passes must be submitted on or before, **01st July 2025** while payment should be done on or before **30th July 2025**. No extra passes shall be issued without full payment.

8. TERMS & CONDITIONS

OATF reserves the right to allocate me/us in the appropriate product grouping area for exhibition.
I/we accept the terms and conditions of the Ongwediva Annual Trade Fair and consider ourselves contractually bound by these.

Signature: _____

Name in Print: _____

Date: DD / MM / YYYY

Ongwediva Annual Trade Fair

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Website:

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