



Republic of Rwanda  
Ministry of Agriculture  
& Animal Resources



## IDF REGIONAL DAIRY CONFERENCE AFRICA

KIGALI-RWANDA

MAY 29<sup>TH</sup> - 1<sup>ST</sup> JUNE 2025

VENUE: CAMP KIGALI

**Theme:**  
**“Sustainable Dairy for a  
Prosperous Africa”**

**Exhibition Manual**



**Dear Exhibitors,**

Welcome to the IDF Regional Dairy Conference Africa and the beautiful city of Kigali, Rwanda!

We are delighted to have you join us for this dynamic event, where you'll have the opportunity to showcase your latest products and services to a diverse and engaged audience.

Enclosed, you'll find detailed exhibition guidelines and logistical information to help you prepare for the conference. Should you have any questions or require further assistance, please don't hesitate to reach out.

We look forward to your participation and to warmly welcoming you to Kigali.

Warm regards,

Rogers Muragije

Head of Global Planners







# IDF REGIONAL DAIRY CONFERENCE AFRICA

KIGALI-RWANDA

THEME: "SUSTAINABLE DAIRY FOR  
A PROSPEROUS AFRICA"

MAY 29<sup>TH</sup> - 1<sup>ST</sup> JUNE 2025





# SUMMARY

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FLOORPLAN

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EXHIBITOR INFORMATION

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EXHIBITION RULES AND REGULATIONS

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PRACTICAL INFORMATION



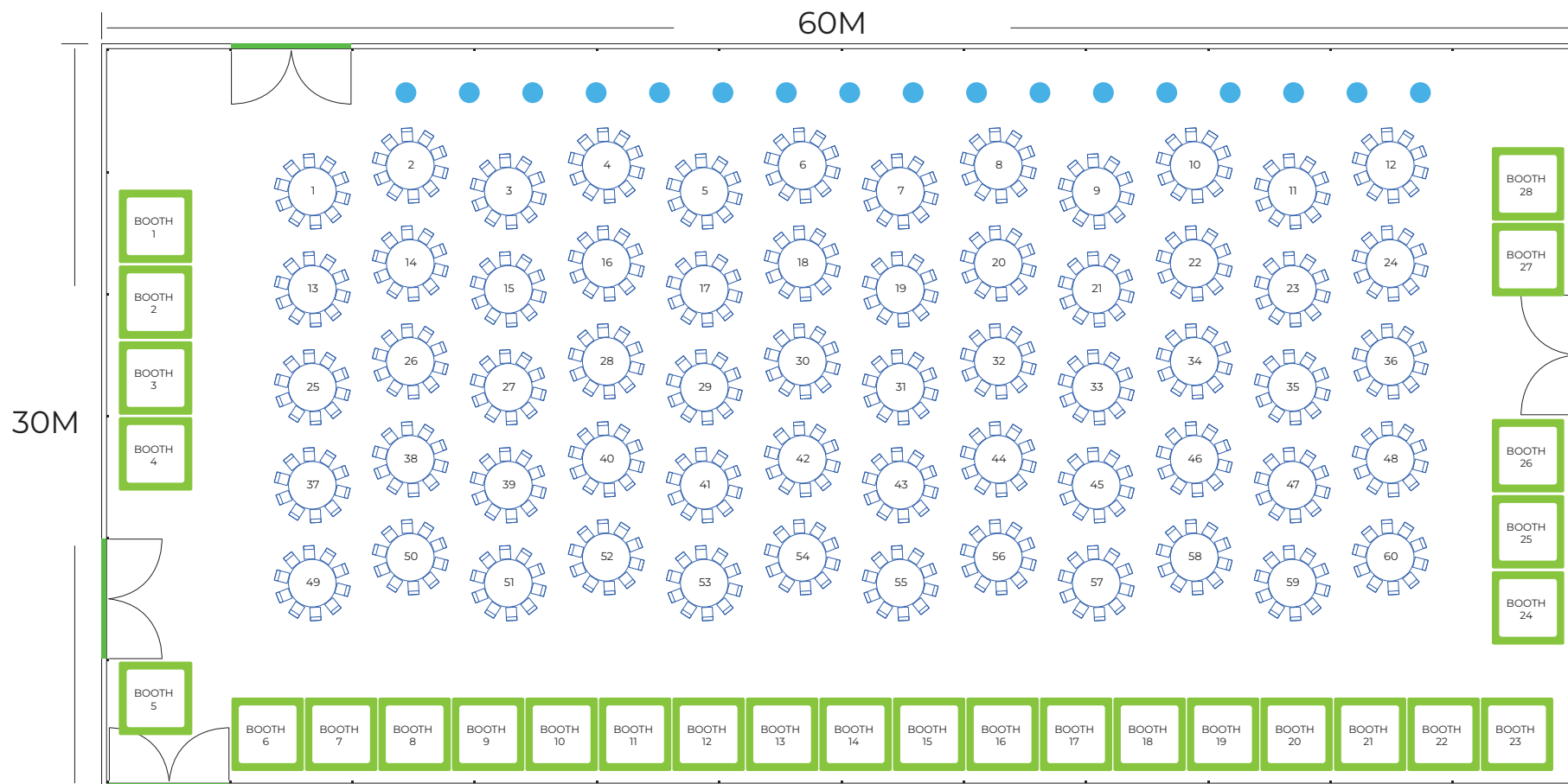




# IDF - AFRICAN REGIONAL DAIRY CONFERENCE

KIGALI-RWANDA

## EXHIBITION AND LUNCH LAYOUT





# Exhibitor Information for the IDF Regional Dairy Conference Africa 2025

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We are excited to welcome you to this prestigious event in Kigali, Rwanda. As an exhibitor, you play a vital role in showcasing innovative dairy-related products and services to an engaged audience. To ensure a seamless experience, please review the following key details:

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## Event Details

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- **Conference Dates:** May 29<sup>th</sup> – June 1<sup>st</sup>, 2025
  - **Location:** Kigali Conference and Exhibition Village (KCEV) Camp Kigali, Kigali, Rwanda
  - **Exhibition Hours:** 09:00 – 17:00
  - **Booth Setup:** May 27<sup>th</sup> – 28<sup>th</sup>, 2025
  - **Dismantling:** Evening of June 1<sup>st</sup>, 2025
  - **Artwork Submission:** Branding artwork must be delivered at least 14 days before the event.
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## Booth Information

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### Shell Scheme Package

(3x3 meters)

- Shell Scheme walls (back and sides) with fascia name
  - One table
  - Two chairs
  - Dustbin
  - Lighting and one power socket
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## Logistics and Shipping

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- **Shipping Address for Exhibits:** KN 05 AIRPORT ROAD AIGLE BLANC BUILDING KIMI-HURURA KIGALI RWANDA
- **Deadline for Shipping:** All shipments should be in Kigali by November 5, 2024



- **On-Site Contact for Assistance:**

- **For Pricing:** renatha.ineza@multilinesint.com
- **For Status Updates/Customer Care:** sharon.mbabazi@multilinesint.com
- **For Escalation:** julie.mutoni@multilinesint.com
- **CC:** zack.mbanda@multilinesint.com, valentine.twishimire@multilinesint.com

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## Important Guidelines

- 1. Registration:** Ensure all booth staff are registered for the conference. Badges will be issued upon arrival.
- 2. Materials and Setup:** Booth setup must be completed within the designated timeframe.
- 3. Health and Safety:** Adhere to all health and safety protocols.
- 4. Marketing Opportunities:** Explore sponsorship and branding opportunities for greater visibility.

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## Exhibitor Confirmation

- Final exhibitor numbers and details should be confirmed 25-30 days before the event to allow adequate planning.
- We request confirmations between May 15<sup>th</sup>-20<sup>th</sup>, 2025.

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## Additional Information

- **Internet Access:** Provided during the conference.
- **Catering Services:** Details will be provided on-site.



# Exhibition Rules and Regulations

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## 1. General Guidelines

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- **Compliance:** Exhibitors must adhere to all rules set by the event organizers and relevant local laws.
  - **Exhibition Space:** Booths are non-transferable and must be used exclusively for dairy-related displays.
  - **Booth Setup:** Setup must be completed within designated times. Late changes require organizer approval.
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## 2. Exhibitor Conduct

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- **Professionalism:** All exhibitors must maintain a professional demeanor.
  - **Promotional Materials:** Distribution is limited to your booth space; external distribution is prohibited.
  - **Sales Transactions:** On-site sales are permitted but must not disrupt other exhibitors.
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## 3. Booth Specifications

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- **Design & Construction:** Booth designs must comply with event guidelines and height restrictions.
- **Electrical & Audio Equipment:** Prior approval is required for electrical setups and audio use.
- **Noise Levels:** Please keep noise levels moderate to avoid disruption.





## 4. Safety and Security

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- **Insurance:** Exhibitors are responsible for insuring their property and equipment.
  - **Health & Safety:** Follow all venue health and safety regulations.
  - **Emergency Procedures:** Familiarize yourself with the venue's emergency exits and protocols.
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## 5. Waste and Cleanliness

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- **Booth Cleanliness:** Keep booth areas tidy; use designated waste bins.
  - **Dismantling:** All materials must be removed by the designated dismantling time.
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## 6. Liability & Indemnification

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- **Liability:** Exhibitors are responsible for any damage caused to the venue or other exhibitors.
  - **Indemnification:** Exhibitors indemnify the organizers against any claims arising from their participation.
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## 7. Changes & Cancellations

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- **Amendments:** Organizers reserve the right to modify exhibition layouts, schedules, or rules.
- **Cancellations:** Cancellations must be submitted in writing and are subject to exhibitor agreement terms.



## 8. Dispute Resolution

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- **Resolution Process:** Any disputes should be submitted in writing to the event organizers.

For further questions or clarifications, please contact the organizing team.

## Practical Information for Exhibitors

**Welcome to Kigali!** Below is essential practical information to help you prepare for and make the most of your experience at the IDF Regional Dairy Conference Africa May 2025

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### 1. Event Venue:

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- **Venue:** Kigali Conference and Exhibition Village (KCEV) — Camp Kigali
  - **Address:** Nyarugenge, Kigali, Rwanda
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### 2. Travel and Transportation

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- **Airport:** Kigali International Airport (KGL)
- **Distance to Venue:** 12 km (Approx. 20 minutes by car)
- **Transport Options:** Taxis, shuttle services, and rental cars are available at the airport.
  - **Taxis:** Readily available throughout Kigali.
  - **Ride-Sharing:** Move app (available on iOS & Android) or dial **1010**.
  - **Public Transport:** Buses and moto-taxis are widely available.



### 3. Exhibition Schedule

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- **Setup:** May 27<sup>th</sup> – 28<sup>th</sup>, 2025
- **Exhibition Dates:** May 29<sup>th</sup> – June 1<sup>st</sup>, 2025
- **Exhibition Hours:** 09:00 – 17:00
- **Dismantling:** June 1<sup>st</sup>, 2025 (evening)

We look forward to welcoming you to the **IDF Regional Dairy Conference Africa 2025** and ensuring a productive and rewarding experience!





**IDF REGIONAL DAIRY  
CONFERENCE AFRICA**

KIGALI-RWANDA