

## **GENERAL INFORMATION FOR EXHIBITORS**

### **BOOK FAIR VENUE**

Nigeria International Book Fair 2017 will hold at the Multipurpose Halls, University of Lagos, Akoka, Yaba, Lagos State. The venue is centrally located on the Mainland of Lagos city and is just about 20-minutes drive from the Murtala Muhammed International Airport, Lagos.

### **DATES AND OPENING TIMES**

Set-up Date:

Sunday May, 7th, 2017      4:00pm - 7:00pm

Exhibition Days:

Monday, May 8              9:00am - 6:00pm

Tuesday, May 9             9:00am - 6:00pm

Wednesday, May 10        9:00am - 6:00pm

Thursday, May 11          9:00am - 6:00pm

Friday, May 12             9:00am - 6:00pm

Saturday, May 13          9:00am - 5:00pm

Venue: Multi-purpose Halls A, B and C, University of Lagos.

### **EXHIBITION STANDS FACILITIES/ACCESSORIES**

<b>STAND SIZE</b>	<b>NO OF SHELVES</b>	<b>NO OF CHAIRS</b>	<b>NO OF TABLES</b>	<b>NO OF SPOTLIGHT</b>	<b>NO OF WASTE BIN</b>
2	4	1	1	1	1
4	8	2	1	1	1
8	12	4	2	2	1
12	16	4	2	2	1
16	20	6	3	3	2
20	24	6	3	4	2
24	28	8	4	6	2
32	36	10	5	6	3
36	40	12	6	6	3
40	44	14	7	8	3

### **BADGES**

All pre-registered exhibitors will have their badges in the bag that will be provided on Monday, May 8, 2017

## **EXHIBITION/SALE OF PRODUCTS**

The book fair is a trade show, but exhibitors who wish to sell their products to visitors are free to do so during the period of the book fair.

## **DISCOUNT**

Confirmed applications received with full payment on or before Friday, December 23, 2016 will attract 10% discount on exhibition stand(s) as indicated on the Official Application Form. Please fill and return completed form to NIBF Secretariat.

## **PAYMENT PROCEDURE**

Payments can be made by:

- A. Cheque in the name of: Nigerian Book Fair Trust
- B. Bank transfer (for both local and foreign exhibitors)
- C. Direct payment to NBFT's Account (for local exhibitors)

For any mode of payment adopted, kindly notify the NIBF Secretariat so as to authenticate your bookings. Send or e-mail your teller or payment advice to the Executive Secretary, Nigerian Book Fair Trust.

## **PAYMENTS TRANSFER DETAILS FOR FOREIGN EXHIBITORS**

### **Transfer of USD through CITIBANK, London:**

Correspondent Bank:	<b>CITIBANK LONDON</b>
Swift Code:	CITIGB2L
Sort Code:	185008
For Credit of:	Guaranty Trust Bank Plc, Lagos, Nigeria
Swift Code:	GTBINGLA
Account Number:	5511615
IBAN Number:	GB67 CITI 1850 0805 511615
For Final Credit of:	Nigerian Book Fair Trust
Account Number:	00 111 38 335

### **Transfer of USD through STANDARD CHARTERED BANK, New York:**

Intermediary Bank:	<b>STANDARD CHARTERED BANK, NEW YORK</b>
Swift Code:	SCBLUSS33

Fed Wire Routing Code: 026002561  
For Credit of: Guaranty Trust Bank Plc, Lagos, Nigeria  
Swift Code: GTBINGLA  
Account Number: 3582-026828-001  
For Final Credit of: Nigerian Book Fair Trust  
Account Number: 00 111 38 335

### **PAYMENT DETAILS FOR NIGERIAN EXHIBITORS**

Correspondent Bank: **GUARANTY TRUST BANK PLC**  
Branch: Opebi, Ikeja, Lagos State  
Account Number: 00 111 38 304  
Account Name: Nigerian Book Fair Trust

Correspondent Bank: **STERLING BANK PLC**  
Branch: Aromire, Off Allen, Ikeja, Lagos State  
Account Number: 20 836 11 110  
Account Name: Nigerian Book Fair Trust

### **EXHIBITION ADMINISTRATION**

The Organiser's Office is at Stand Number A1 in Hall A. Inquiries could be made at the Information Unit which is also within the Organiser's Office.

### **ACCOMMODATION**

There are suitable accommodation facilities around the venue of the book fair. Reservations could be made by NIBF Secretariat on request. For details on hotels around the book fair venue, contact NIBF Secretariat by e-mail: [info@nibfng.org](mailto:info@nibfng.org) or through the following telephone lines: +234-803-402-6971, 708-409-9363, 702-686-7157.

### **FOREIGN EXHIBITORS**

Large number of foreign exhibitors are in Hall B. Although, some are in Hall A.

### **INTERNET FACILITY**

This may be provided within the exhibition halls for exhibitors during the period of the book fair.

## **FUNCTION ROOM**

There are designated function rooms for programmes in Multi-Purpose Hall C.

## **PROGRAMMES**

From Monday, May 8 through Saturday, May 13, book trade and exhibition will hold. Workshops, Seminars, Trainings, Authors Groove, etc will also hold during the book fair. School children from public and private primary and secondary schools within and outside Lagos will feature in the children's programme that will be organised during the book fair.

## **INTERNATIONAL CONFERENCE**

NIBF 2017 International Conference on: Book Chain, Government Policies and the Promotion of Reading Culture in Africa will hold on Tuesday, May 9, 2017 at the Multi-Purpose Hall C, University of Lagos. The Conference will commence at 10:00am.

## **ADVERTISEMENT IN THE FAIR DIRECTORY AND PROGRAMME**

Opportunity exists for exhibitors and non-participating organisations to advertise their products and services in the NIBF Exhibitors' Directory and Programme. Artwork must be on CD and printout attached. Advert dimension is **15 x 20cm jpeg**. Payment for advert bookings also in the name of Nigerian Book Fair Trust must reach the Secretariat of Nigeria International Book Fair not later than Friday, March 24, 2017.

## **PROGRAMME(S) SPONSORSHIP**

Opportunity exists for individuals and corporate organisations to showcase their business/services to a huge heterogeneous trade audience who actively participate at the Nigeria International Book Fair by sponsoring any of the NBFT Programmes or organising their own programme(s).

Production of exhibitors' badge, lanyards, T-shirts, Bags and Pen for NIBF 2017 can also be sponsored by individuals and corporate organisations.

Your Company's banner could also be positioned in strategic locations within the exhibition halls at a reasonable fee. Please contact NIBF Secretariat for details.

## **LISTING IN NIBF DIRECTORY**

There is a unique opportunity for Publishers, Booksellers, Printers, etc who could not exhibit at NIBF 2017 to have their organisation's profile listed in the exhibitors' directory for a fee. Contact NIBF Secretariat for details.

## **RESTAURANTS**

Foods and drinks will be available at the designated area in Hall C of the Multi-Purpose Halls during the book fair. The cafeterias offer local and continental dishes.

## **TOILETS**

There are toilets for male and female by the side of the exhibition halls. Exit from right hand side at the end of Hall A will lead exhibitors and visitors to where the toilets are situated.

## **QUESTIONNAIRE**

An Assessment Form aimed at eliciting exhibitors view on the organization and management of the exhibition ground as well as the facilities provided, will be distributed to the registered exhibitors in the course of the book fair. Kindly fill the form and return to any staff of the book fair's organizer before the end of the book fair. The assessment form will help us to serve you better at subsequent fairs.