

Exhibitor Manual

AfricaGIS 2025 and UN-GGIM: Africa XI Joint Conference

Harnessing Geospatial Intelligence for Africa's
Sustainable and Resilient Future

17 - 21 November 2025, Alisa Hotel, Accra, Ghana



Welcome to the online Exhibitor Service Manual for the exhibition held in conjunction with the AfricaGIS and UN-GGIM – Africa, XI Conference 2025. This website is for participating exhibitors in AfricaGIS and UN-GGIM – Africa, XI Conference 2025. Within this site, you will find everything you need to successfully participate in this exhibition. We have lined up a team of industry professionals to make your exhibit experience a smooth process. Please take the time now to review this site carefully.

The exhibition will be held at the newly constructed dome in the Alisa Hotel. The exhibition will now be positioned at the heart of the conference venue, ensuring maximum visibility and foot traffic. All participants will pass through the exhibition hall while moving between the plenary hall, lunch, and breakout rooms.

Key Information and Timings

Venue	Alisa Hotel- North Ridge 21 Dr Isert Street, North Ridge, Accra, Ghana Tel. +233 302 214233/+233 244061152 E-mail: sales@alisahotels.com Website: www@alisahotels.com
Exhibition Area	The exhibition will be held at the newly constructed dome in Alisa Hotels
Important Dates	
25.10.2025	Deadline for exhibition shell scheme
25.10.2025	Deadline for artwork & graphics
25.10.2025	Deadline for electricity orders
30.10.2025	Deadline for Onsite Exhibition equipment
06.11.2025	Deadline for name of representative during set- up & dismantling
10.11.2025	Deadline for set up & dismantling badges



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Exhibition set-up	
Monday, 17 th Nov 2025	08:00 – 16:00
Exhibition opening hours	
Tuesday, 18 th Nov 2025	11:00-18:00
Wednesday, 19 th Nov 2025	
Thursday, 20 th Nov 2025	
Exhibition Dismantling	
Thursday, 20 th Nov 2025	18:00-24:00 Symposium

Exhibition Registration

Two (2) complimentary exhibition passes are included per booth.
The exhibition passes include:

- Access to Exhibition area
- Morning and afternoon refreshment
- Lunch
- Welcome Reception
- Opening Ceremony

Attendance at sessions is not included in the exhibitor pass. To register, click

Additional Exhibition Passes

Additional exhibition passes are available for purchase at 300 USD per person.
To register, click

Registration procedures

Exhibitors are urged to pre-register to avoid time-consuming registration lines. Exhibitors are requested to register online by 10 November 2025.

The exhibition passes can be collected from the on-site registration area on Monday, 17th November 2025. Exhibitor registration at AfricaGIS will operate on a "print-on-demand" basis. Badges will only be distributed to the persons whose names are on the badges (identification required).

Visionary Face Services Ltd., the company contracted to install the shell scheme, is also able to assist with stand design and has accessories for hire. They have an extensive range of additional furniture and equipment for your booth



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if required (tables, chairs, brochure racks, carpet squares for flooring, audio visual equipment, extension cords, pot plants, signage). Their catalogue can be downloaded [here](#). Their Price list can be downloaded [here](#).

Visionary Face Services Ltd.

Contact: Seth Quaidoo

Address: AG20 Osu La Crescent, Accra, Ghana

Ghana Post GPS Code: GL-016-2056

Tel.: +233 24 4769185/+233 26 709 29777

E-mail: visionaryface@gmail.com

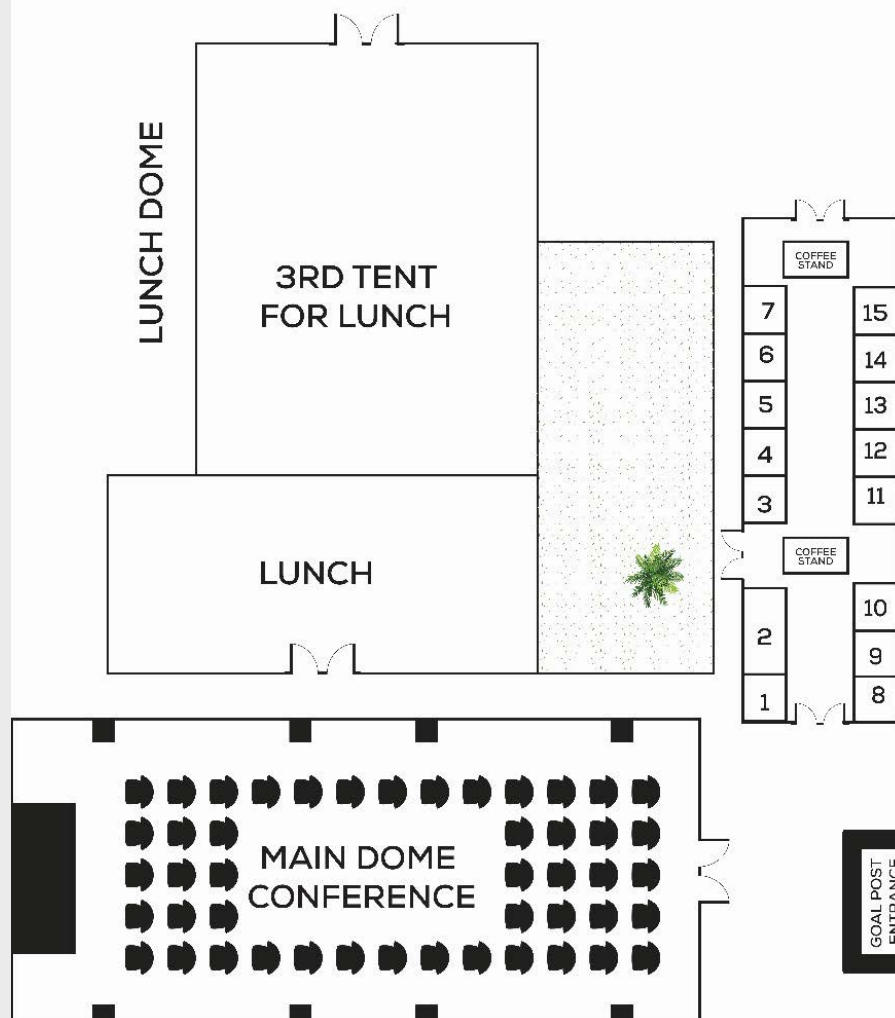
To ensure that Visionary Face Services Ltd. meets your expectations for hiring furniture and equipment, please advise us of your requirements at your earliest convenience. We will finalize orders and wall removal requests no later than 1st November 2025.

Contacts	
Local Organising Committee	<p>Prof. Naa Dedei Tagoe Tel: +2335424496021929 E-mail: naadedei.tagoe@gmail.com</p> <p>Mr. Stephen Djaba Mob. +233244545311/20 813 929 Email: stephen@ghana.com</p>
Onsite Exhibition	<p>Visionary Face Services Ltd. Contact: Seth Quaidoo Address: AG20 Osu La Crescent, Accra, Ghana Ghana Post GPS Code: GL-016-2056 Tel.: +233 24 4769185/+233 26 709 29777 E-mail: visionaryface@gmail.com</p> <p>(cc: naadedei.tagoe@gmail.com, stephen@ghana.com)</p>
Official Freight Forwarder	<p>TWO KINGS FREIGHT & LOGISTICS SERVICES LIMITED P. O. Box AS 878 Tema Tema Community 4 Bob Linus Building Room No. 18 Contact: Eunice Yankey Phone: +23324 655 4692 E-mail: unice.yankie@yahoo.com</p> <p>(cc: naadedei.tagoe@gmail.com, stephen@ghana.com)</p>
How to Get to Accra	
By Car	<p>Accra, Ghana's capital, is well connected by roads with the rest of the country. The National Highway 1 (N1) link Ghana to Ivory Coast and Togo.</p>



	<p>It begins at the border with Ivory Coast at Elubo and runs through Sekondi-Takoradi, Cape Coast, Winneba, Accra, and Tema to the border with Togo at Aflao the N1.</p> <p>The route runs through Ghana's Western, Central, Greater Accra and Volta regions. The route, forms part of the Trans-African Highway network (Route 7), links the A100 road in Ivory Coast to the N2 in Togo, completing the Dakar - Lagos route stretch.</p> <p>The distance from Accra Kotoka Airport to the centre of Accra is 9 kilometres. It takes 25 minutes to get to the centre of Accra by car. It is possible to travel by public transport between the airport and the centre of Accra. However, almost all international travellers opt for a taxi or a shuttle the hotel provides. The bus station of Accra Kotoka Airport is located on the main road Liberation Road, one kilometre from Terminal 2 and Terminal 3 (10 to 15 minutes' walk).</p> <p>In addition, you can rent a car from Hertz, Avis, and local providers. It is most convenient to find and book a car well in advance. By doing so, you can save money and time at the airport.</p>
By Air	<p>The easiest way to get to the capital of Accra from any place around the globe is by plane. Accra has one international airport - Kotoka International Airport - connected to over 30 direct flights, including African, Asian, North American, and European destinations.</p> <p>Kotoka International Airport</p> <p>Kotoka International Airport occupies 1610 acres (651 hectares) within Accra and is about 10 kilometres from the City Centre. The airport is accessible from the city centre via Liberation Road. The nearest highway is N1 Accra – Tema Motorway. The airport consists of three terminals and one runway. T3 is used for international air traffic, T2 for domestic and T1 for private flights. Terminal 1 and Terminal 2 are next to each other, and T3 is a 5-minute walk from T1/T2.</p>
Venue	
Parking at the Venue	Free outdoor secured parking for 500 cars.
Access to the exhibition space	Transport of elements and exhibition materials is possible only through the main hotel entrance.
Responsibility	<p>The Exhibitor is liable to the Hotel for any damage or loss resulting from improper transport of items and use of the allocated space.</p> <p>The Exhibitor may not carry out any carpentry, welding, electrical or painting works related to the preparation of the assembly without the consent of the Organizer. The elements of the stand equipment cannot exceed the allotted exhibition area, cannot block in any way the passages, emergency exits and passageways, access to fire hydrants and fire-fighting equipment and the approved development height of 2.5 meters.</p> <p>It is strictly forbidden to hang, or affix stand elements, banners, advertisements, and decorations to the construction of halls (ceilings, walls, railings, balustrades, glass, etc.)</p>

Floorplan



Technical Guidelines

General Information


Please note that the term 'Exhibitor' describes any company or organisation that has made a successful application for space allocation in the Exhibition to be organised in the framework of the meeting, or any agent or representative acting on behalf of the Exhibitor. The Exhibitors agree to observe all regulations and requirements stipulated in this document.

Onsite Exhibition set- up & dismantling

For the build-up period to run effectively, the following must be in place:

- You must have a representative on-site to manage the event set- up & dismantling, available to check and sign for any deliveries related to your event.
Please inform Seth Quaidoo (cc:naadedei.tagoe@gmail.com, stephen@ghana.com) of the representative until 05.11.2025.
- Access or deliveries will only be accepted after the set-up time.
- You and all your contractors must be badged.

	<ul style="list-style-type: none"> During every assembly/disassembly, the floor must be protected with cardboard, plastic film, covering etc., against any damage or scratches. Hard, scratching, and metal elements should be placed on pads. If non-standard services need to be provided, such as higher power supplies or special shows subject to fire service approval and others, don't hesitate to get in touch with us by 01.11.2025. Only on-time requests for such services may mean they cannot be provided. The maximum load for the foyer floor is 200 kg/m2. During assembly/disassembly, only transport trolleys with rubber wheels that do not mark the foyer floor can be used. It is prohibited to bring in and use any flammable materials or cartridges with combustible gases and to use any flammable liquids as cleaning agents. Any use of naked flame within the facility is strictly forbidden. <p>It is prohibited to make, on one's own, any connections with the systems in floor boxes. Any works in service ducts and any connections going out of the service ducts to the spot indicated in the shell scheme plan may be carried out only by Organiser or Hotel technicians.</p>
General conditions for all stands	<ul style="list-style-type: none"> All activities i.e., distribution of material, discussion, and animation etc., must take place within the boundaries of the stand. Advertising of goods and services which are not included in the exhibition program or of companies that have not ordered any exhibition area, or whose participation has been rejected, is strictly forbidden. Please plan enough space for visitors on the stand and keep the aisles free of traffic. Exhibitors will not be allowed to project images onto the gangways, ceilings, walls, or spaces that are not part of their stand. Special care must be taken to avoid lights and/or spotlights and all sorts of sounds that annoy visitors or neighbouring stands.
Fire prevention and safety rules	<ul style="list-style-type: none"> Exits, passages, corridors, emergency exits, and staircases within the exhibition area must not be blocked under any circumstances. Stand material and fittings must be of non-inflammable materials or impregnated with fire-retardant chemicals. Exhibitors are liable for all damage caused to floor, walls and pillars during installation, exhibition, and dismantling. No posters, stickers or fixtures of any kind are allowed on floors, walls, and pillars. Smoking is not permitted at the venue
Set up & dismantling badges	<p>The set-up & dismantling badges are issued to every person working at the stand during set-up & dismantling times (see p. 1). With the setup pass you have access only to the exhibition area.</p> <p>Badges must be picked up on-site at the Registration Desk close to the main entrance, where each exhibitor will receive set-up & dismantling badges. Badges must be always worn.</p>

<p>Items included in the shell scheme package</p>	<p>If you have ordered the shell scheme package, your stand is set up like this below.</p> <p>Equipment of the shell scheme</p> <ul style="list-style-type: none"> • aluminium frame • white dividing partitions • 1 table (180 x 45 cm) • 2 chairs • waste basket • 100W spotlight/4sqm • 230V socket • sided text sign • standard daily cleaning • basic Internet  <p>Shell schemes can be customized by the additional orders.</p>
<p>More information</p>	<p>Contact Seth Quainoo to get more information about exhibition set-up, additional furniture, audio-visual equipment, electricity, hostesses, and cleaning services.</p> <p>Contact: Seth Quaidoo Address: AG20 Osu La Crescent, Accra, Ghana Ghana Post GPS Code: GL-016-2056 Tel.: +233 24 4769185/+233 26 709 29777 E-mail: visionaryface@gmail.com</p> <p>(cc: naadedei.tagoe@gmail.com, stephen@ghana.com)</p>
<p>Cleaning Services</p>	<p>The Organiser provides a general cleaning service, removing basic waste e.g. carpet pieces or plastics. It is the responsibility of the Exhibitor to ensure that all big debris and waste material, including boxes for packaging arising from his stand construction and stand dismantling, are completely removed from the Exhibition area prior to the opening of the Exhibition and at the end of the event.</p> <p>Failure to comply with this procedure shall render the Exhibitor liable for the cost of clearance by the Organiser or its contractor. Constructors who already know that they will have large amounts of waste can order extra waste removal.</p> <p>All common areas e.g., the foyers and aisles, will be cleaned daily during the event days. If you want your booth area to be cleaned too, you can order this service additionally.</p>
<p>Internet</p>	<p>Basic Wi-Fi services are included in your rental price. Wi-Fi works in all parts of the building, and it allows multiple users to log in at the same time.</p>

Exhibition Layout and Shell Scheme Packages

