

**COMPETENCY BASED EDUCATION AND TRAINING (CBET) CONFERENCE**

**Date: 3rd - 5th February, 2020**

**Venue: CEMASTEA, Karen, Nairobi**

**EXHIBITION BOOKING FORM**

1. **Organization Profile**

Fill in the details and send duly completed form to **knqa.go.ke@gmail.com****.**

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| --- | --- |
| Organization/Institution |  |
| Contact Person |  |
| Title |  |
| Email Address |  |
| Telephone No. |  |

1. **Exhibition Booth Specifications**

Authorised Exhibition specifications shall be;

* One (1) table (Round or Square );
* Two (2) Chairs;
* Wastebasket; and
* A tent size 3m\*3m square
1. **Please provide a brief description of the exhibition as indicated below:**
	1. Name:
	2. New Innovation/ a re-invention:
	3. Field:
	4. Relevance to the conference theme:
2. **Terms and Conditions of exhibiting**
3. Exhibition space shall be allocated on a first come basis; and
4. Exhibitors will be required to bring their own tents and furniture.
5. **Application and Payment**
6. Please complete the exhibition booking form and return it to the event the organizer or email it to knqa.go.ke@gmail.com not later than 15th January, 2020;
7. Exhibition shall be subject to approval;
8. Exhibition fee is Ksh.100,000;
9. Payment should be made to Kenya National Qualifications Authority account No. **1208626825**, Kenya Commercial Bank, Moi Avenue Branch
10. **Cancellation Policy**
	1. In case of cancellation by the event organizer, the participant shall be entitled to a 100% refund;
	2. In case of withdrawal by the participants, notification in writing should be sent to the event organizer at least 14 days to the event.

**Signature ……………………………... date…………………………………….**

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| **For Official Use only** |
| Application is approved/not approvedRemarks: |
| Name of Approving officer: Signature: ------------------------------------------ Date: ------------------------------------------ |