



EXHIBITORS INFORMATION PACK

Kenya National Research Festival 2025

**Sustainable Agriculture
and Food Security**

Empowering Communities through Research,
Science, Technology and Innovation

18th- 22nd August 2025 EGERTON UNIVERSITY, NJORO



Welcome and Exhibitors' Instructions

Thank you for booking a stand to exhibit at the National Research Festival, which is being held at Egerton University, Njoro from 18th- 22nd August 2025.

The festival serves as a platform to showcase and celebrate research achievements across various disciplines. Its objectives typically include:

1. To build resilience to changing weather conditions through adapting climate-smart agriculture.
2. To improve food productivity, diversity, quality and nutrition by strengthening Food Systems.
3. To enhance livestock productivity by product diversification, commercialization, and improved quality of services.
4. To Increase and Accelerate Agricultural technologies and Digital Innovations for Sustainable Agriculture.
5. To promote natural resource conservation for the enhancement of ecosystem services.
6. To enhance access to food through expansion and improvement of agricultural markets and trade.
7. To diversify benefits from waste products through circular economy.
8. To create awareness and opportunities for agricultural financing.
9. To unpack the policy environment to enhance sustainable agriculture and food security.

Overall, the Kenya National Research Festival plays a crucial role in promoting research excellence, fostering innovation, and contributing to national development efforts in Kenya.



In this pack we aim to provide all the information needed to enable you to make the most out of your exhibiting experience with us. The pack contains useful information on the event, venue location, stand location and many more useful facts.

Please take the time to read through this pack and familiarise yourself with the terms and conditions and checklist and share this document with any of your staff or contractors who will also be attending the expo on the day.

We wish you every success at the Kenya National Research Festival 2025 and look forward to seeing you in August.



General Information

For all general enquiries prior to the event or if you have any questions in relation to your stand or booking, please contact the secretariat on 0720 650 592 or via ckatua@nrf.go.ke who will assist with any questions you may have.

Exhibition Information

Venue Information and Parking Arrangements:

There will be a parking area at the venue set aside for exhibitors and this will be utilized on a first-come-first-served basis. Access will be granted to all participants.

Venue Address: Egerton University, Njoro

Exhibition Set Up Times:


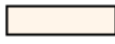

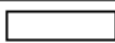

Access to your zone for stand setup is available from **8am - 5pm** on the **Monday** 18th August.

Please note that expensive equipment should not be left unattended overnight.

Expo opening hours: As an exhibitor your stand needs to be ready by 8.00am ready to accept visitors from 9am to 4.30pm on Tuesday 19th August.



Floor Plan of Venue

COLOUR	TYPE	NUMBER
	9SQM BOOTHS	46
	12SQM BOOTHS	8
	REFRESHMENT BOOTHS	3
	TICKET BOOTHS	2
	DEMO BOOTHS	2



To view what booth numbers are available and which exhibitors have booked already, please follow this link: <https://festival.nrf.go.ke>



Floor Plan and Allocation of Booths

The exhibition plan and the allocation of the booths and spaces for the exhibition are fixed according to the rules decided by the organizer. In case of exceptional necessity, the organizer may modify the configuration of the exhibition plan before the opening of the exhibition and inform the exhibitors concerned. This change may in no way constitute grounds for the exhibitor to unilaterally terminate his participation commitment.

Booth Sharing / Collective Participation

The official holder of the stand agrees to declare the firm or companies he is hosting on his stand. An additional registration fee will be charged for each firm hosted. Only the firms thus declared will have the right to appear on the booth and on the exhibition catalog. The number of firms hosted is limited to 1 firm per 9 sqm booth. Group pavilions are subject to the same rules. The organizer reserves the right to verify adherence to this commitment at any time.

Setup, Furnishing and Decoration of the Booth

Booth setup is carried out according to the general floor plan established by the organizer.

The decoration of the stands is done by the exhibitors under their own responsibility. It must comply with the general terms and condition of the exhibition.



How much is an Exhibition Booth and what is included?

The standard cost of an exhibition booth is **Ksh. 100,000 + VAT**, which includes:

- A booth space measuring **3m x 3m** (9m²)
- Standard booth setup with partitioning
- One table and two chairs
- Electrical power outlet
- Branding rights as per event guidelines

For exhibitors requiring a larger space, we also offer:

- A **4m x 3m** (12m²) booth at **Ksh. 130,000 + VAT**

Both options provide excellent visibility and access to attendees, ensuring a valuable platform to showcase your products or services. See the diagram below.





Each stand will have the exhibitor's official company name on the curved fascia, as written on the registration form. Any Exhibitor who wishes to use a fascia name which is different to that submitted on the Registration Form must submit notice of this change to the Organizer in writing at least one month prior to the commencement of the Exhibition.

The organizers will provide the exhibitor with a rectangular table, 2 conference chairs, 2 spot lights and a power outlet per stand. Any extra furniture or accessories may be requested at the exhibitor's expense.

* If you require a stand larger than **3m x 3m** you can book multiple adjacent stands to increase your overall stand size.

** 1 power socket is available for each stand, if additional power is required please notify us on your Exhibitor Booking Form – depending on your requirements this may be chargeable.



Security

The venue will provide overall security, but not individual booth security. With the large number of people involved during the build-up and break down periods, it is difficult to recognize trespassers so small valuable items should be protected at all times. Insurance cover is essential and it is also advisable to have someone at your stand at all times. Exhibitors should arrange for a representative to be at their booth during the build-up period to receive goods and deliveries.

Loading

Loading should be done via the loading bay. As soon as unloading/loading has taken place during the allocated time period, vehicles are to be removed from this area to allow other exhibitors access.

The organizers cannot accept delivery of any goods on behalf of an exhibitor, nor will the organizers accept any responsibility whatsoever for the safety or condition of any items unloaded and/or left on site, in the absence of exhibitors. The organizers cannot accept any responsibility for goods damaged on the exhibition premises.

Booth Cleaning

Waste bins will be available at each stand. Exhibitors are responsible to remove any build-up and tear down waste materials. Cleaning will be done daily after closing time. However, for the security of your property, no cleaning will be done by the organizers inside the stands. Exhibitors are to ensure that they keep the inside of their stands clean. To eliminate any confusion and for security purposes, only rubbish left in the aisle after closing times, will be removed.

Booth Entertainment

Audio entertainment is the responsibility of the Organizer who is the only party authorized to play back-ground music and to broadcast announcements, if necessary at the request of the exhibitors. It's strictly forbidden for exhibitors to broadcast any musical background, message or announcement beyond the sound level prescribed by the organizer.



Payment Method

Payment for exhibition booths is required in advance of the event. Any exhibitor who fails to make payments when due, expressly waives all rights in the reservation and use of space.

To secure your exhibitors stand please follow this link to the exhibition page on our website.

You will be able to see a live version of what zones and stand numbers are available and book the zone and stand which suits you and your business best.

All outstanding balances are due by **30th July 2025**, and are to be made payable to the National Research Fund. The Bank Account details are listed below:

Account Name: National Research Fund

Name of Bank: Kenya Commercial Bank

Bank Branch: Kipande House

Account Number: 1236065393

Swift Code: KCBLKENX

Please Note: The Kenya National Research Festival team will ensure that the website is updated daily with new stands booked to avoid companies booking stands that have already been taken - in the event of a double booking it will be allocated according to the first order received. With regards to payments, Exhibitors will NOT be issued their passes nor allowed onto their booths unless the organizers have received full payment of booths.

Exhibitor Registration Packet

All Exhibitors are required to pick their registration packet on Monday 18th August 2025 from 08:00 am – 6:00 pm at the exhibition area. The items include:

- 2 Exhibitor Pass (es) – issued on arrival. These passes are to be used for the three days to gain access to the exhibition area and the conference sessions.
- Conference materials for the Exhibitor Delegate
- Lunch coupons for the 3 days for each participant



Please Note: Exhibitors will NOT be issued their badges nor allowed into their stands unless the organizers have received full payment.



Dismantling and Move-Out

Dismantling of exhibition booths may begin at the end of the last day of the exhibition. All stands should be cleared and all exhibitor materials removed by 2200hrs on Friday 22nd August 2025 (unless extra move-out arrangements have been agreed with the Organizer).

De-rig can only occur once the public have vacated the site and the de-rig announcement has been made. This is due to venue and supplier demands. The organizing committee reserves the right to amend these times should the need arise.

No dismantling or packing will be permitted prior to the close of the show.

Organizers' Office

The Kenya National Research Festival Secretariat office will be located in the exhibition hall, within convenient reach of all exhibitors. The organizers' office will be open daily during exhibition hours and the organizing staff will be there to assist you with any queries or problems you may have.

Our contact details are:

T: +254 720 650 592

E: ckatua@nrf.go.ke