



The Summit Remittance Marketplace – LOGISTICS NOTE

14 June (09 am to 5.45 pm)	15 June (09 am to 6 pm)	16 June (09 am to 4 pm)
Remittances and diaspora investment: key socio-economic drivers in Africa	<ul style="list-style-type: none"> • Remittance track • Diaspora investment track 	International Day of Family Remittances
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Running parallel to the GFRID Summit 2023 on 14-16 June, the Remittance Marketplace will allow 35 exhibitors across sectors to showcase their products and innovations, share their practices and network with peers. Located in the area just outside the conference rooms, the Marketplace provides an excellent networking opportunity.

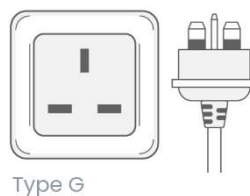
This logistic note aims to provide useful information for the exhibitors in light of the Marketplace.

Before proceeding, ensure that each exhibitor is registered to the Summit:

www.gfrid.org/registration

General requirements

- Exhibitors can bring rollups, gadgets and publications as long as these are self-standing, as **no scotch tape or glue are allowed**.
- Videos can be showcased on small devices like tablets or laptops, at the exhibitor’s discretion and own responsibility.
- Outlets to plug your devices will be guaranteed in each booth. For Kenya, the associated plug type is G (see picture below).



- Free wi-fi connection is available on the premises. From the Wi-Fi options on your device, kindly select DELEGATES. There is no password applicable.
- Each exhibitor will be granted a booth measuring 3m x 1m.



- Exhibitors are responsible for their material during and after the Marketplace. The Summit organizers are NOT liable for any material loss or damage.
- At the end of each Day, publications and promotional material can be left at the booths. Valuables will need to be collected by each exhibitor and placed in one of the storage rooms next to Conference Room 1.
- Upon the Summit conclusion, in the afternoon of 16 June at the very latest, all items need to be collected by the exhibitors. It is the exhibitor's responsibility to remove all material from UN grounds; remaining items will be disposed of.
- Presence of an exhibitor representative at the booth is required during coffee breaks, lunches and networking slots.

Shipments

- It is highly advised that exhibitors send bulk material to the United Nations Office at Nairobi (UNON) before the Summit, in order to avoid issues that may arise when passing through Security. **UN Security will NOT allow you to pass through the entrance gates with large, bulky and/or odd-shaped material.**
- Exhibitors might opt to ship **ONE BOX and/or one rollup** each to UNON directly, bearing in mind customs checks, which may delay arrival date. Please ensure timely shipments, **by 19 May at the latest**. The UNON focal point will not liaise with customs as it is the exhibitor's responsibility to monitor and ensure the timely arrival of the shipment.
- Please make sure the box is marked with your name/organization/email/phone number.
- The material will be ready for setup in the afternoon of 13 June.
- Shipment of material is allowed at the following address:

To the kind attention of:

Ms Flavia Onyango

IFAD Office

UN Complex

Block U, Level 1

Email: f.onyango@ifad.org

- In case you would need to print your material directly in Nairobi at UNON, please contact: unon-printshop@un.org
- In case you would need Nairobi based service providers for gadgets and other items, please find below the ones that have been suggested by our colleagues at UNON:
 - Hephzibah Gems - Contact Person Ruth Maragha Tel: +254722432457
sales@hephzibahgems.brandliftup.co.ke

- Mo solutions Contact Person Maureen Onyango +254722712101
maureenonyango104@yahoo.com
- Fredricksen LTD Contact Person Fredrick Odhiambo +254720343608
fredricksenltd@gmail.com

On the UNON premises

- The booths can be set up **on 13 June from 2 PM to 5 PM and from 14 June before the beginning of the Summit.**
- **To access UNON premises, please ensure you have collected your GFRID Summit 2023 Pass at the Trademark Hotel** that can be collected on **13 June, from 14:00 to 17:00 in the lobby of the Trademark Hotel**, located at Limuru Road, The Village Market, Gigiri, the selected Summit hotel. While on the **14, 15 and 16 June, from 7:30 to 9:00 in front of the UNON Main entrance on the United Nations Avenue.** Dedicated staff will distribute badges for registered participants.

For any other information, please write to Ms Viola Paroli

Miss Viola Paroli

Mail v.paroli@ifad.org

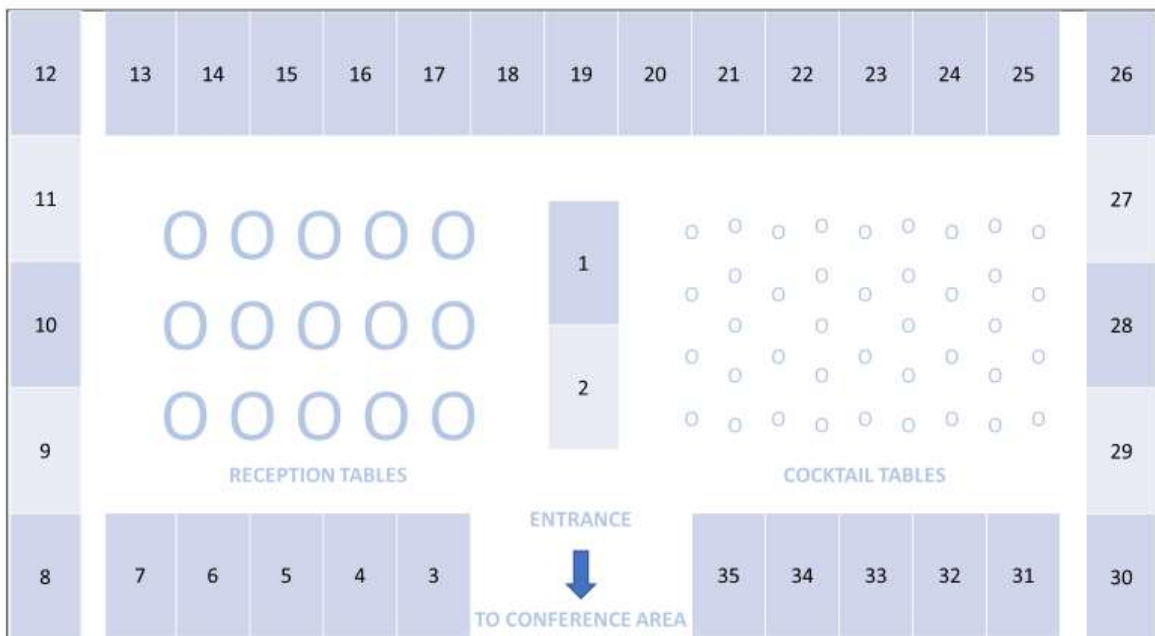
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Map of the Marketplace