

Exhibitor Information

ICCX 
**WEST
AFRICA 2023**
25. - 26.04.2023
Accra, Ghana

Exhibition Time

Tuesday, 25th - 8:30am to 5:00pm
Wednesday, 26th - 8:30am to 4:00pm

Conference Time

Tuesday, 25th - 10:00am to 3:00pm
Wednesday, 26th - 10:00am to 2:00pm

Booth Set up

Monday, 24th - 12pm to 6pm
Thursday, 25th - 7:30am to 8:30am

Booth tear-down

Wednesday, 26th - 4:00pm to 8:00pm
PLEASE REMOVE ALL ITEMS WHICH WERE NOT PREPARED BY ICCX TEAM

Evening Event

Tuesday, 25th
18:30 - ca.21:00 German Ambassadors Residence, Accra.

Delivery of goods

Please check [page 8](#).

Hotel and Accomodation

Please have a look on our website to check out our partner hotels and to catch the best price solutions. [Hotel rates](#)

~~Exhibitor catalogue~~

Please check [page 6](#) - ~~Deadline March, 30th.~~

Additional order / Booth staff registration

Please check [page 2](#) - **Deadline April, 6th.**

Graphic information

Please check [page 7](#) - **Deadline April, 12th.**



Exhibitor Information

Order additional services

With your booth registration online you receive the following email. Please do not delete this email - you will need it for further process.

[Order additional booth material](#)

[View your order](#)

Hello Thomas Rieck,

With this e-mail we confirm the receipt of your order.

Important note:

This e-mail serves exclusively to confirm receipt of your order and does not constitute acceptance of the offer to conclude a purchase contract. Your order will now be checked immediately. After a successful check you will receive an official order confirmation.

[ORDER ADDITIONAL BOOTH MATERIAL](#) ↗

Order details

Order number	6997
Booth number	67
Order date	27. February 2023
Payment method	Invoice

[VIEW YOUR ORDER](#) ↗

Pos.	Title	Quantity	Price (EUR)	Total (EUR)
BO-3067	Booth 67 - Corner booth (3x2m) <ul style="list-style-type: none">• 1x Standard octanorm booth construction• 1x Conference table• 3x Chairs• 1x Waste basket• 3x HQI Spots• 1x Socket• 1x Entry in the exhibitors list• 2x Stand crew	1		

Exhibitor Information

Order additional booth material

After using the button - [ORDER ADDITIONAL BOOTH MATERIAL](#) you will switch to the follow page. Please sign in with the email address which you specified during the booking process.

Sign in to order additional booth material

To order additional booth material, it's necessary that you already have booked an booth for the upcoming exhibition. If you do not have booked a booth, you can do that [here](#).

Otherwise, please log in using your email you've used to order your booth and the order number

PLACE ORDER

Exhibitor Information

View your order




After using the button [VIEW YOUR ORDER](#) you will switch to the follow page. Please sign in with the email address which you specified during the booking process. Enter the code your recieved per email (2 factor authorisation)


Home > Exhibitors > Order 6997

Order 6997


- > Order
- > Sponsoring package
- > Service package
- > Additional items
- > Booth staff
- > Addresses
- > Marketing

DO YOU HAVE ANY QUESTIONS TO YOUR ORDER?


 Hotline
+49 2236 962390
(Mo-Fr 08:00-18:00, CET)  

 E-Mail
service@iccx.org

To view your order, an authorization is required
A 6-digit code will be send to the email, used for the invoice

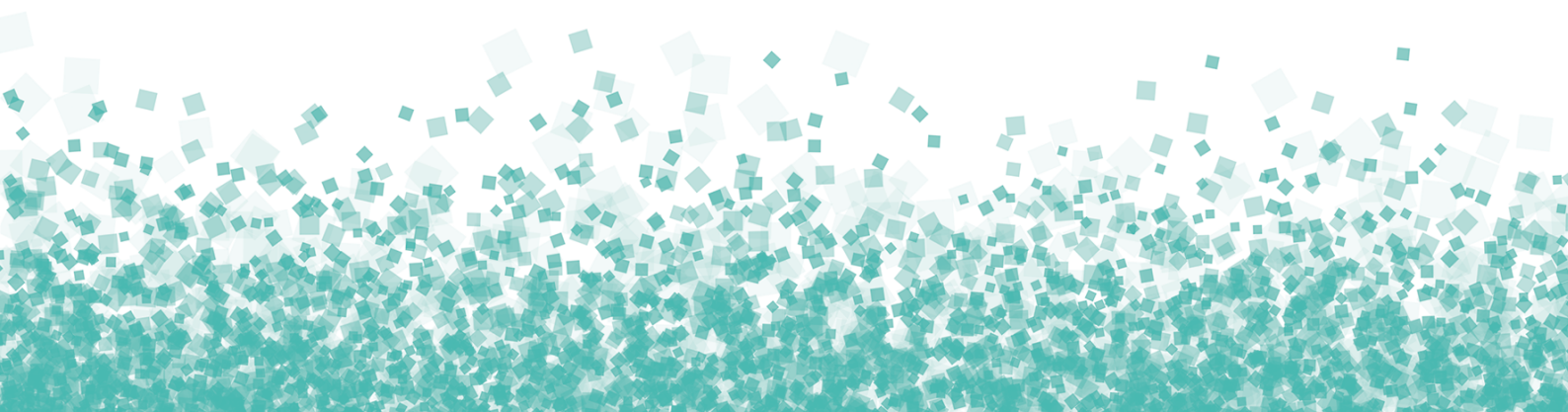
E-mail
tr@ad-media.de 

CONTACT
ad-media GmbH
Industriestraße 180

RIGHTS
General terms & conditions 

EXHIBITIONS
Digital
North Africa 2022

JOURNALS
CPI Concrete Plant
International



Exhibitor Information

View your order

Now you can have a look into your general order and you can order / register all other needed items for your participation at ICCX.



Service packages

Home > Exhibitors > Order 6997

Order 6997

- > Order
- > Sponsoring package
- > **Service package**
- > Additional items
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DO YOU HAVE ANY QUESTIONS TO YOUR ORDER?

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E-Mail
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Service packages [ORDER SERVICE PACKAGES](#)

Selected service package
No selected service package

Cancelled service packages
No cancelled service packages



Additional items

Home > Exhibitors > Order 6997

Order 6997

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DO YOU HAVE ANY QUESTIONS TO YOUR ORDER?

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E-Mail
service@iccx.org

Additional items [ORDER ADDITIONAL ITEMS](#)

Selected additional items
No selected additional items

Cancelled additional items
No cancelled additional items



Booth staff registration

Home > Exhibitors > Order 6997

Order 6997

- > Order
- > Sponsoring package
- > Service package
- > Additional items
- > **Booth staff**
- > Addresses
- > Marketing

DO YOU HAVE ANY QUESTIONS TO YOUR ORDER?

Hotline
+49 2236 962390
(Mo-Fr 08:00-18:00, CET)  

E-Mail
service@iccx.org

Booth staff [REGISTER BOOTH STAFF](#)

Registered booth staff
No registered booth staff

Cancelled booth staff
No cancelled additional items

Exhibitor Information

Exhibitor catalogue

The listening at ICCX West Africa exhibitor catalogue is free of charge. If you want to use company information of one of your last participations, please let us know. **Deadline for handing over to exhibitor@iccx.org is March, 30th.**

Stand (Your Number)

YOUR COMPANY LOGO

pdf, eps or high resolution jpg file

Company

Street + Number, Postcode + City, Country
T +49 2222 22 55 22 55, F +49 2222 22 55 22 56
info@email.com, www.website.com

🇬🇧 Your company description - max. 800 characters (without spaces)

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YOUR PRODUCT PICTURE

high resolution jpg file
landscape format
approx. 60 mm x 45 mm | 300 dpi

Stand (Your Number)

YOUR COMPANY LOGO

pdf, eps or high resolution jpg file

Company

Street + Number, Postcode + City, Country
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YOUR PRODUCT PICTURE

high resolution jpg file
landscape format
approx. 60 mm x 45 mm | 300 dpi

Exhibitor Information

Graphic information

Full-color printing directly on the wall (both booth sizes)

production size for graphic

- 930 mm x 2360 mm (per wall) + 40mm bleed.

visible size for graphic

- 930 mm x 2360 mm (per wall)

Fascia Board (3m x 3m booth)

- 260 mm x 2000 mm 2pcs + 20mm bleed

Fascia Board (3m x 2m booth)

- 260 mm x 2000 mm 1pcs + 20mm bleed
- 260 mm x 1000 mm 1pcs + 20mm bleed

Counter unit - Front

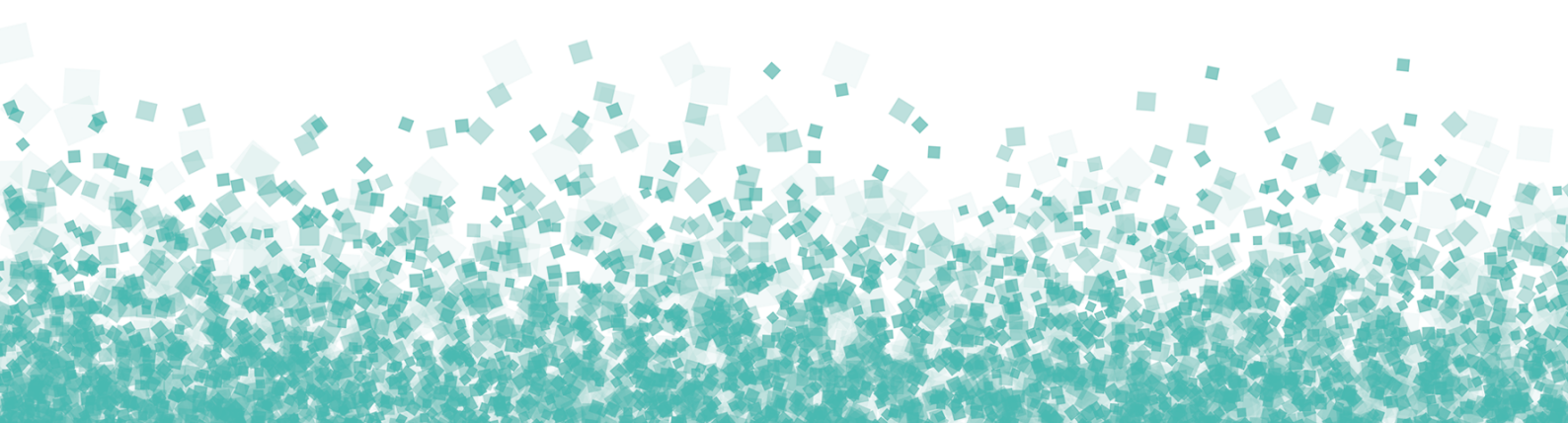
- 950 mm x 800 mm

Counter unit - Sidewall

- 480 mm x 800 mm (per Wall)

Files are requested as PDF, 300 DPI, CMYK SCALE 1:1 -

Deadline for handing over - April, 12th



Exhibitor Information

Shipping information

Option 1 - Official Freight Forwarder - Comprehensive all-inclusive freight package - Collected from clients door and delivered direct to stand at the venue.

Option 2 - Clearance & Delivery for shipments arriving through SEA/AIR/LAND/COURIER.

Option 3 - All courier shipments to be received at the advanced receiving warehouse prior to the show. SITE will then deliver the shipments directly to each booth.

Deadlines: All shipments should reach the advanced receiving warehouse **7 working days** before the build-up. Please consider the transit time & customs formalities when planning your shipments.

For exhibitors requiring door to door service please contact SITE at the earliest to avail our full range of services.

For shipments requiring customs clearance, arrival in country should be 10 days prior to the first day of build.

It is important to note that the venue cannot support with acting as the importer of record on any shipping documents.

Please contact SITE ASAP so they can assist with the receiving address and import instructions.

Disclaimer: We recommend that you send your exhibition materials/boxes to SITE's Advance Warehouse for the event as they will ensure that your materials are delivered to your stand for set up and to avoid your materials being misplaced or lost at the venue. Please note that if you do send your materials directly to the venue, Ad Media GmbH will not take any responsibility for lost boxes/items, however we will try our best to help source these for you on-site if the situation arises.

SITE Event Logistics

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