



Bussem Limited T/A Yaya Towers
 P.O. Box 76440, 00508, Nairobi, Kenya
 Telephone: 0722-200427 / 0709-439000
 Email: info/marketing@yaya.co.ke
www.yaya-centre.com

APPLICATION FOR EXHIBITION SPACE Date of application: _____

APPLICATION FOR – If charity indicate “Charity” _____

NAME OF BUSINESS / CHARITY _____

ADDRESS _____

TELEPHONE _____ CONTACT PERSON _____

E-M AIL ADDRESS _____

LOCATION WANTED WITHIN YAYA (e.g. main entrance, 1st floor etc) _____

NATURE OF BUSINESS / CHARITY _____

DATES & TIME REQUIRED _____

FOR CHARITY

Please indicate references below

NAME	TEL NO	OCCUPATION / COMPANY
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach certificate from the Ministry of Gender, Sports, Culture & Social Services

Please submit the completed form to:
 Yaya Information Desk, Yaya Centre Ground Floor

Or email a scanned copy to:
marketing@yaya.co.ke

Yaya Internal

Received by: _____

Date: _____

Stamped: _____

RULES ON EXHIBITIONS

- Mon – Sun Ksh 20,000 plus VAT per day for a table, Ksh 30,000 plus VAT per day for a 3m by 3m space.
- November and December Ksh 30,000 plus VAT per day for a table, Ksh 40,000 plus VAT per day for a 3m by 3m space.
- Applicants **MUST** confirm participation before event date by making full payment seven (7) days prior to the event. Failure to which the exhibition will be cancelled.
- Invoices to be raised at the time of payment.
- If applicants do not show up the first day the event will be cancelled.
- Applicants **MUST** indicate an email address for ease of communication.
- Applicants **MUST** adhere to the start time which is 9.30am.