



Convention on Wetlands

COP15

23 – 31 July 2025

Exhibition Guide

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1. Exhibition overview

Opening hours

The COP15 exhibition is open from 08:00 to 20:00 from 23 to 31 July 2025.

- Initial set up starts on 20 July and should be finalized by 22 July 2025
- Daily set up time is from 07:00
- Exhibition closes at 20:00
- Dismantling will be on 1 August 2025

Exhibition booths

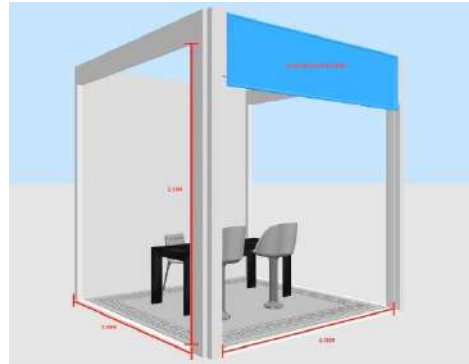
The Elephant Hills Resort Hotel works with the appointed partner Rooney's Hire Services for the construction of the standard 3m x 3m booths.

Contact shameck@rooneys.co.zw/ +263712 866 127 for booth rental by submitting the COP15 Exhibition Registration & Order Form.

If exhibitors may require additional AV equipment, please contact makie@showcaseit.co.zw / infor@showcaseit.co.zw / +263 772 548 792 when submitting the COP15 Exhibition Registration & Order Form.

Each booth includes:

- 3m x 3m Pinnacle Tent
- Flooring and Carpeting
- 13-amp Power Point
- Rectangular Table (1.80m x 0.75m)
- 3 Stella Chairs (white)
- Facia Board with Organisation's name



Responses on exhibition registration

Once an exhibition registration has been submitted, exhibitors will receive an automatic confirmation *“Thank you for applying to be part of the Convention on Wetlands COP15 exhibition. Your application is under processing, and Rooney’s Hire Services will revert to you as soon as possible”*.

2. Logistics & setup

Deliveries & returns

The Elephant Hills Resort Hotel will receive deliveries (material) but is not responsible for payment of VAT, customs fees, or delivery errors. Cash-on-delivery shipments will be refused. No discharging will be made by the Elephant Hills Resort Hotel for insurance purposes.

Exhibitors shall arrange a return shipment within 48 hours after the Conference.

Transit, customs & storage

Exhibitors shall ensure compliance with applicable regulations regarding the import of goods from their place of origin to the conference venue. Kindly check regulations on Zimbabwe Revenue Authority website <https://www.zimra.co.zw/>.

For assistance with international shipments, contact Frontier Logistics (Aubrey Canary) at aubrey@incofreight.com /+263 772 316 555.

The Elephant Hills Resort Hotel does not have a dedicated storage area for exhibition materials. Empty packaging (e.g. crates, cardboard boxes) cannot be stored on-site. All items must be kept within the booth spaces. Anything provided by Rooney's Hire Services will be taken care of by Rooney's Hire Services in terms of transport and storage. Own exhibitor equipment will be taken care of by the exhibitor at its own cost and discretion.

Seven days after the conference, the Elephant Hills Resort Hotel reserves the right to dispose of any goods, materials, equipment or documents left. Inappropriately returned, lost or unclaimed materials on the site will also be disposed of.

Ground loading

Exhibitors cannot block aisles with roll-up banners, marketing displays, or merchandise.

3. Facilities & services

Parking

The Elephant Hills Resort Hotel has a parking space which is outside the hotel area, approximately 100 meters away from the hotel reception. Hotel security will be provided in the parking area.

Security & access

The Elephant Hills Resort Hotel is under video surveillance 24 hours a day. However, the various materials and goods used or stored remain subject to the responsibility of the exhibitor.

Fire prevention

It is forbidden to smoke or vape within the exhibition area.

The use of gas, oil, smoke, pyrotechnics and candles is forbidden at the Elephant Hills Resort Hotel.

The exhibitor undertakes to use only flame-resistant or fireproof materials, in particular for decorations and fittings (RF2).

It is strictly forbidden for the exhibitor and any of its third parties (suppliers, exhibitors, subcontractors etc.) to use hazardous, flammable, or toxic products.

Cleaning

Exhibitors can order booth cleaning services through Rooney's Hire Services at a fixed rate of US\$20 per tent per day.

Protective measures must be taken for large equipment (fridges, coffee machines, etc.).

The Elephant Hills Resort Hotel has a recycling system. The retrieving and recycling of papers and boxes will be charged according to the volume.

4. Technical & equipment rentals

Furniture rental

For specific furniture like additional tables and chairs, please refer to the COP15 Exhibition Registration & Order Form available at www.wetlandscop15.gov.zw.

AV equipment

TV screens and other AV equipment can be rented from Showcaseit. please refer to the COP15 Exhibition Registration & Order Form available at www.wetlandscop15.gov.zw.

Internet

Wi-Fi is included and free of charge (500Mb/s connection, with 5Mb/s per device guaranteed). Upgrades are available upon request. A wired connection can be arranged upon request through the ICT Technical Team. Please indicate requirements in the COP15 Exhibition Registration & Order Form.

Electricity

Each booth includes one power point and lighting. All electrical equipment must be turned off overnight. Zimbabwe uses 220V/50Hz power supply.

5. Catering & sustainability

Catering options

Food stalls and a luncheon tent will be available around the exhibition area.

Upon request, custom catering services (including coffee machines) are available. Please indicate requirements in the COP15 Exhibition Registration & Order Form.

It is prohibited to distribute food supplied by partners that are not approved by the Zimbabwe Tourism Authority.

Sustainability efforts

For many years, Zimbabwe has reaffirmed its commitment to respecting the environment and its involvement in sustainable development on a daily basis.

Thank you for helping us in our efforts by limiting the distribution of paper as much as possible, in managing your waste and your electricity consumption.

The Elephant Hills Resort Hotel provides water fountains and recommends that delegates bring reusable bottles.

Commitment to environmental responsibility:

- Reduce paper use
- Manage waste & electricity consumption
- Water fountains available—bring reusable bottles

Thank you for supporting a sustainable COP15!