

# REGIONAL MARITIME UNIVERSITY

## EXHIBITOR GUIDELINES

### EDUCATIONAL AND CAREER FAIR

#### INTRODUCTION

Thank you for participating in this Educational and Career Fair hosted by the Regional Maritime University. These guidelines outline essential information to ensure a successful and enjoyable experience for exhibitors and attendees.

#### EXHIBITOR INFORMATION

— Exhibitor Name:

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— Contact Person:

.....

— Email:

.....

— Phone:

.....

#### BOOTH DETAILS

- Booth size: 20ft by 20ft
- Booth Location: Parade Grounds at Regional Maritime University
- Table and Chairs provided: [Yes/No]
- Electrical Outlet: [Yes/No]
- Internet Access: [Yes/No]

#### SETUP AND TEARDOWN

- Setup: [Time 8:00 AM-9:30 AM]
- Fair Hours: [Time, e.g., 12:00 Noon-4:00 PM]
- Teardown: [4:30 PM-6:00 PM]

#### EXHIBITOR RESPONSIBILITIES

- Arrive on time for setup
- Staff booth during Fair hours
- Remove all materials at teardown.
- Comply with venue rules and regulations

**MATERIALS AND EQUIPMENT**

- Each exhibitor is responsible for bringing necessary materials and equipment.
- Recommendation items:
  - Display banners
  - Business cards
  - Brochures
  - Giveaways (Optional)

**SECURITY AND LIABILITY**

- Exhibitors are responsible for securing valuable items.
- The Regional Maritime University is not liable for lost, stolen or damaged materials.

**CANCELLATION POLICY**

- Cancellations must be received in writing before the day of the Fair.
- Registration fees are not refundable.

**CONTACT INFORMATION**

For questions or concerns, please contact:  
0245121256/ 0548616181

**ACKNOWLEDGMENT**

By participating I n the Regional Maritime University Educational and Career Fair exhibitors acknowledge they have read, understood and agree to comply with these guidelines.

Signature:

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Date:

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Return completed form by email to [eric.duncan@rmu.edu.gh](mailto:eric.duncan@rmu.edu.gh) or submit hardcopies of completed forms to the Business Development Center on the Regional Maritime University’s campus.