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WINDHOEK SHOW SOCIETY

WALS'26 HOUSE RULES

1. SETUP TIMES

The GROUNDS will be available for **setup as from** 21 September 2026 at 7:30 daily (Security guards will be deployed on grounds over this period as well).

NB: Stands/Exhibit must be completed by 22:00 on Monday. On Tuesday, 29 September'26. The gates for exhibitor will open 7h30 and for the visitors at 12h00

a) Entry times: 30/09/2026 – 03/10/2026

Gates open for EXHIBITORS: 09:00 - 22:00 Tue - Sat

This gives the exhibitors one hour to prepare themselves & finalize arrangements before the public arrives.

Gates open for PUBLIC: 10:00 - 21:00 for Tue - Sat

NB: Daily entrance gates for PUBLIC will close at 21:00, the HALLS close at 22:00 and the Grounds must be cleared by 23:00.

b) Breakdown Times

NB: No breakdown/dismantling is allowed on the last day of the show. A penalty/fine will be issued to any exhibitor who leaves before the show is over. All halls will be available for dismantling of stands on the 04 October - 05 October as from 7:30

PLEASE NOTE that the Windhoek Show Society takes *NO RESPONSIBILITY for the safety of goods during the erecting and dismantling period before and after the WALS'26*. There will, however be guards at the entrance gates and on the grounds during that period and entrance is restricted to authorized persons only. **The Windhoek Show-grounds are guarded throughout the night.**

2. DISPLAYING ON PREMISES

All forms of marketing including distribution of samples and literature is strictly limited to the confines of Exhibitor booth.

3.DAMAGE

Exhibitors are financially responsible for any damage caused to WSS shell scheme structure. Also, **DO NOT NAIL, SCREW, STAPLE, PIN AND TAPE ETC** any materials directly to the structure or any wall.

4. EXHIBITORS EXCESS PASSES

Please ensure that all your members have access passes. No access pass, No entry.

Anyone who has lost his or her pass can reapply for a new one to be issued at additional charges. New Staff must be issued with their own Exhibitor Access passes. More information on how to process or attain such an Exhibitor Access pass is contained in the WALS'26

INFORMATION PACK

a) Access Control Information

Depending on the size of the stand(s), a minimum of 4 Exhibitor passes are included in the stand price. Additional Exhibitor passes can be purchased for N\$115.00 (VAT included) per pass.

b) Complimentary tickets/ exhibitor guest tickets

Exhibitors may purchase Guest tickets for distribution to their prospective customers. The cost of the complimentary ticket is N\$50.00 (incl. vat) per ticket. Alternatively, a season ticket for N\$ 115.00 (incl. vat) is valid for multiple entries over the show period

The complimentary booklet containing 100 tickets will be charged at N\$ 5000.00

5.BAR FACILITIES AT STANDS

NB: No exhibitor will be allowed to have a bar stand to entertain their customers.

Food Vendors: Do not serve **alcohol in glass glasses/bottles**. **Any damage caused as a result thereof will be charged to the Exhibitor.**

6.SECURITY

During WALIS'26, the Show Grounds will be patrolled by the Namibian Police, as well as the Women & Men Network 24 hours per day. Should you prefer to employ additional security guard(s) to protect your stand, the WSS office must be notified about these arrangements in writing. All along the delivery pass must be visible on the dashboard of the parked vehicle

7.DELIVERY PASSES

It will be granted on special request

No vehicle is allowed to be parked on the grounds during the SHOW.

Driver must show his/her valid Exhibitor Delivery pass and will be asked by gate personnel to show the load that needs to be delivered. If granted, deliveries must be completed within 30 minutes, thereafter the vehicle must be removed from the grounds.

8.EXCESSIVE NOISE

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle.

Rule of thumb: Sound and noise should not exceed 85 decibels. Exhibitors should be aware that music played in their booths, whether live or recorded, might be subject to laws governing the use of copyrighted compositions.