



TERMS FOR ORGANIZERS OF INTERNATIONAL TRADE FAIRS IN TANZANIA

1.0 Background Information

The Tanzania Trade Development Authority (TanTrade) was established by the Tanzania Trade Development Authority Act No. 4 of 2009 as amended by Act No 3 of 2012 with the overall objective of developing and promoting trade both in domestic and foreign market. Her establishment followed a repeal of the Act of Parliament No 15 of 1973 that had established the Board of Internal Trade (BIT) and the Act of Parliament No. 5 of 1978 that had established the Board of External Trade (BET).

The Tanzania Trade Development Authority (TanTrade) Act made under sections 5 (1) (P) gives her the mandate to regulate quality and standard of the exhibition industry in the country. It is responsible to regulate the staging of all international trade fairs, expos and business missions which are organized by various companies or institutions in the United Republic of Tanzania and local companies working to organize international trade fairs, expos and business missions outside Tanzania.

2.0 International and Local Companies/Organizations intending to hold International Exhibition in Tanzania shall comply with the following regulations;

1. A company or any other business entity incorporated in Tanzania may be admitted as local exhibitor/organizers

2. A company or any other entity incorporated outside Tanzania and those operating in Tanzania with certificate of compliance shall be admitted as foreign exhibitors/organizers.
3. Submission of an application letter to TanTrade **three months** prior to the intended exhibition date, stating clearly the dates, objective, theme, venue and type of exhibition.
4. Along with the application letter the organizer **shall** submit; copy of the company profile and registration, copy of valid business license, physical address, working telephone, fax and email address, and contact person.
5. Any person who applies through an agent to undertake the international exhibition, shall amount to declaration that the agent is entitled to rent a stand on behalf of the principal and to promote the principal's products or services
6. Upon completion of all the application requirements TanTrade shall respond to the applicant within one week after the submission date.
7. The submission of the application form and letter does not constitute a claim of acceptance to undertake the exhibition
8. Upon receipt of the application the Authority shall;
 - (a) Grant the application;
 - (b) Refer back for further clarification; or
 - (c) Reject the application and give reasons thereof.
9. Successful applicant shall be required to fill the application forms available in TanTrade's Offices or website and pay applicable charges
10. Any Fee paid by any organizer who withdraws his application to organize the exhibition shall not be refunded
11. After paying the necessary charges the organizer shall avail to TanTrade all exhibitors' information

12. The Organizers at their own cost may include TanTrade in all the preparatory procedures.
13. The Organizer at their own cost shall allocate a standard booth to TanTrade as a regulator.
14. The Organizer shall avail to TanTrade information on the spot sales, orders and business leads generated during the fair.
15. The organizer shall provide the list of products, exhibits and exhibitors
16. Every organizer of exhibition shall, after the approval has been sought and granted by Authority, ensure that the exhibition venue meets standards as issued by the Authority before commencement of the trade fair.
17. An exhibitor shall not
 - (a) Exhibit arms, ammunitions or explosives unless he obtains a written permission from relevant authority; or
 - (b) Make advertisement which are political or religious statements in nature
18. A participant who imports food products and pharmaceutical products for exhibition shall have exhibition permit from TFDA
19. Pharmaceutical products for exhibitions are not for sale and shall be written **“NOT FOR SALE”** or **“SAMPLES FOR PROMOTION”** on the pack.
20. Any person who sales or handle foods or drinks samples shall apply and obtain a permission from TFDA

21. An exhibitor who operates any machinery shall make sure that machinery is railed or fenced off and all moving parts are adequately sheltered or protected in such a way as to protect the public from injury.
22. Exhibitors of radios, gramophones, television sets, tape-recording instruments and other similar appliances shall ensure that the volume of sound there from does not constitute a nuisance to other exhibitors and to the public attending the exhibition.
23. In the event of unavoidable circumstances, change the dates, venues or duration of the exhibition by notice through public media.
24. The Authority may cancel the approval and evict any exhibitor who has violated any of the regulations.
25. The laws of United Republic of Tanzania shall apply during the whole period of the event.

FOR MORE INFORMATION CONTACT:

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