



Bussem Limited T/A Yaya Towers
P.O. Box 76440, 00508, Nairobi, Kenya
Telephone: 0722-200427 / 020-2713360/1
www.yaya-centre.com

APPLICATION FOR EXHIBITION SPACE

APPLICATION FOR – If charity indicate “Charity” _____

NAME OF BUSINESS / CHARITY _____

ADDRESS _____

TELEPHONE _____ CONTACT PERSON _____

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

RULES ON EXHIBITIONS - Effective 13th APRIL 2016

EXHIBITIONS NON TENANTS

- Mon – Sun Ksh 20,000 plus VAT per day
- 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.

EXHIBITIONS TENANTS

- Mon – Sun Ksh 10,000 plus VAT per day
- 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.