



Bussem Limited T/A Yaya Towers  
P.O. Box 76440, 00508, Nairobi, Kenya  
Telephone: 0722-200427 / 020-2713360/1  
Email: info@yaya.co.ke  
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, 1<sup>st</sup> floor etc) \_\_\_\_\_

NATURE OF BUSINESS / CHARITY \_\_\_\_\_

DATES & TIME REQUIRED \_\_\_\_\_

<b>FOR CHARITY</b>		
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:  
info@yaya.co.ke

## **RULES ON EXHIBITIONS - Effective 13<sup>th</sup> 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.