



PARTICIPANTS MANUAL

23rd - 24th March, 2023.

Mulungushi International Conference Centre,
Lusaka, Zambia.

Dear Participant,

On behalf of all of Africast Conferences & Exhibitions it gives me great delight and privilege to welcome you all to the 2023 Land Linked Zambia Conference & Exhibition. The second Land Linked Zambia Conference & Exhibition will provide an opportunity to focus attention on the opportunities, challenges and solutions towards achieving land linkage for Zambia. Zambia has over the past decade been in a transitional state from a land locked to land linked country, complementing regional development plans as the strategic link of the Corridor Network in the SADC, EAC and COMESA regions. Zambia's drive to a land-linked status will enable us to facilitate trade and serve our neighbours through our inland transport infrastructure and services. In recognising the fundamental role that transport plays in Zambia's and regional development, the Land-Linked Zambia Conference was developed as a high-level platform for constructive dialogue between stakeholders to promote the growth opportunities available in the regional intermodal transport sector. The Land Linked Zambia event is a government led and private sector driven initiative coordinated by Africast Conferences & Exhibitions under the auspices of the Ministry of Transport and Logistics.

This year we will follow up on the first LLZ Conference, held in last year, and is expected to indicate a way forward for aligning the regional stakeholders to the ambitions of the African Continental Free Trade Area (AfCFTA) for regional integration that projects an increase intra-African trade in transport services by nearly 50 per cent once negotiations are concluded. My sincerest hope is that you will find this platform beneficial as you explore the priorities and opportunities in the Zambia's land linked agenda. The theme this year is 'Leveraging on the Impacts of the African Continental Free Trade Area for the African Transport Industry' focusing on the intra- Africa movement of goods and people". Speakers at this prestigious gathering, will include government officials, captains of industry, corporate bodies, associations, financiers, journalists and many other interest groups and individuals. The speakers will emphasise the roles of the private and public sectors in the development of the economy and its contribution to wealth and job creation.

The Zambian Government has made spirited strides to improve the business climate to attract investments in key sectors of the economy and ensure that there is significant growth to impact the lives of the Zambian people, through jobs and wealth creation. This event will seek to discuss various reforms in the country that affect the transport and logistics arena, the steps that our government is taking to maintain a predictable macro-economic environment where business can continue to thrive.

Let me also invite you to participate in various other sessions that have been lined up to provide information for exploring existing investment and applicable incentives in aviation, rail, road infrastructure development and our maritime gateway

This manual has been designed to assist you to ensure that your event experience is of the highest possible standards by providing general operational and procedural information.

To facilitate your participation and to ensure smooth operation, participants must adhere to the deadlines stipulated in the order forms. For further information or assistance, the Africast Team are available to assist you in every aspect relating to your participation.

Yours Sincerely,



Chimwemwe Nyirenda
LLZ© 2023 Project Director





Land-Linked
Zambia



WELCOME TO LLZ 2023!

On behalf of the organising team, we wish you a safe trip to Lusaka and look forward to meeting you there. If there are questions that you have, please do not hesitate to contact us and we will gladly help.

ROLES	NAME	CONTACT
Team Leader	Mulemwa	+260 979 867396 llzconsultant@africastzambia.com
Exhibition	Chawezi	+260 971 426 597 support@africastzambia.com
Speakers	Patricia	+260 977 406 617 speakers@africastzambia.com
Sponsors	Mildred	+260966758814 businessdev@africastzambia.com
Media	Chabu	+260 966 044987 pr@africastzambia.com
Delegate Registration	Lavu	0974299944 Support@africastzambia.com
Graphics	Macdonald	+260979895069 graphics@africastzambia.com
General Logistics/ Africast Office	Micah	+260966758814 Theoffice@africastzambia.org



1: Visa (short stay)
Visa (short term) application
You wish

VISA INFO FOR PARTICIPANTS

Entry Requirements for Zambia

A visa is an endorsement on a visa form or in a valid passport of a foreign national granting such person authority to enter Zambia within a specific period upon examination by an Immigration Officer at the port of entry.

Each visitor to Zambia must declare the main purpose of their visit. This will determine what sort of visa one needs, and where to obtain this visa.

Nationals of all Commonwealth countries do not require visas to enter Zambia EXCEPT for those nationals from Australia, Britain, Canada, Gambia, Zambia, India, New Zealand, Nigeria, Sierra-Leone, Pakistan, Papua New Guinea and Sri-Lanka who need visas on a reciprocal basis.

The period of stay in Zambia shall be determined by an Immigration Officer at the port of entry. The validity of the visa is NOT the period in which the holder is entitled to remain in the country but a period within which the holder has to enter Zambia.

COVID GUIDELINES

LUSAKA - ZAMBIA

1. Fully vaccinated travellers do not require any form of negative COVID test results but shall be required to provide proof of full vaccination status. "fully vaccinated" means complete doses of a vaccine for example first and second dose of a two dose COVID-19 vaccine.
2. International travellers who are not fully vaccinated MUST show proof of a COVID 19 PCR test for a sample collected within 72 hours before departure from the country of origin. 3
3. This does not apply to passengers younger than 12 years.
4. The wearing of facemasks is mandatory upon arrival.
5. A completed "Traveller Health Questionnaire" must be presented upon arrival.
6. Passengers and airline crew are subject to medical screening upon arrival.



Land-Linked
Zambia

RECOMMENDED HOTELS



Radisson Blu Lusaka

The new 5-Star Radisson Blu Hotel, Lusaka promises to be a classy base for discerning travellers. Guests can settle in with thoughtful amenities like Free high-speed, wireless Internet, individual climate control and complimentary access to the fitness center.

\$165

Tel: +260 211 368900

Email: reservation.lusaka@radissonblu.com

Intercontinental Lusaka

The hotel is also just 5km from Mulungushi International Conference Centre. A full range of business services including meeting rooms and free Wi-Fi, together with an outdoor pool, three tennis courts and the finest choice of restaurants and bars.

\$130

Tel: +260 211 25 00 00

Email: reservations@lusakaic.com



Protea by Marriott

Featuring direct access to Arcades Shopping Centre, this upmarket hotel 800M from Mulungushi International Conference Centre and 19 km from Kenneth Kaunda International Airport

\$130

Taj Pamodzi

The 10 storied hotel is located at the intersection of Church Road and Addis Ababa Drive, in the Rhodes Park residential area of Lusaka in 6.89 acres.

\$90

Tel: +260 21 1254455

Email: Tphreservations.lusaka@tajhotels.com





Land-Linked
Zambia

LUSAKA & ZAMBIA, USEFUL INFORMATION

Health condition

Zambia has a well set up public and private health sector that provides primary up to tertiary care. Travelers to Zambia can enjoy good quality of healthcare.

Medical Insurance

Travelers to Zambia are advised to use travel medical insurance to cater for their medical needs while in the country. All public and private hospitals accept most of the international insurance covers. All services in the private sector are charged to the patients account but in case of emergency the patient is attended to at no cost in public hospitals.

Emergency Services

All public and private hospitals provide emergency health services. The second and third level hospitals provide all care and diagnostics including CAT Scan and MRI, as well as a Cardiac catheterization laboratory at the national referral hospital, the University Teaching Hospital (UTH). There are private and public ambulance service providers that can be accessed 24 hours a day.

The National emergency numbers are 992 for Health, 991 for Police and 993 for Fire department. These numbers can be accessed using all the telephone service providers

What currency do they use in Zambia?

The official currency is the Zambian Kwacha. (ZMW)

Money Travelers' cheques and cash are accepted. Credit cards are becoming more widely accepted but not in remote areas and should not be relied on except in major towns. US dollars are easier to change than sterling. Please ask the exchange or bank to supply you with only new US dollar bills - i.e. ones with large heads as any with small heads are not accepted in Zambia.

As at March 2023 ROE is approx. ZMW19. 30 to USD 1.00

Denominations of Zambian Kwacha are : ZMW 100, ZMW50, , ZMW20, ZMW10, ZMW5, ZMW2 and coins are Ngwee.

What voltage is used?

Local current is 220v, 50 cycle AC

Three pin plugs are used, similar to those from the UK.

What time zone is Zambia in?

Zambia Standard Time is 2 hours ahead of Greenwich Mean Time (GMT+2).

Zambia is in Central Africa Time Zone (CAT)





Land-Linked
Zambia

ADVERTISING SPECIFICATIONS



Please note that this applies solely to participants who have booked advertising space, if you have not booked advertising space please email pr@africastzambia.com for information on rates)

Please note that all adverts are to be supplied directly to Africast Conferences and Exhibitions for inclusion within post conference report and catalogue, and must strictly adhere to the specifications below. Please ensure they are sent by the deadline of April 10 2023 otherwise they cannot be included.

SIZE /FORMAT FOR ALL ADS:

Full Page (Portrait only): Publication size A4: 210 mm wide x 297 mm high

A4 Bleed adverts: 216 mm wide x 303 mm high

A4 Double page spreads: 426 mm wide x 303 mm high (Note copy should be at least 20mm from spine to allow for binding)

Half Page Adverts: 210 mm wide x 140 mm high (LANDSCAPE ONLY)

File Format: PDF

File Resolution 300dpi (NOT 72dpi) @ final size (100%) for all files supplied



Land-Linked Zambia



CONFERENCE

INFORMATION

22ND MARCH, 2023

Golf Day | Tee Off 10:00hrs
Bonanza Golf Club Ngwerere

Welcome Reception | 16:30hrs - 18:30hrs
Ministry of Transport & Logistics ,
5199 United Nations Avenue.

23RD MARCH, 2023

Business to Business Networking | 07:30hrs

Ministerial Tour | 08:30hrs

Opening Ceremony | 09:30hrs - 11:00hrs

24TH MARCH, 2023

Opening Plenary | 08:30hrs

Closing Plenary | 15:30hrs

Event App



Download GlueUp and join the Landlinked Community



Scan to download from App Store or [click here](#)>>



Scan to download from Google Play or [click here](#)>>





CONFERENCE

INFORMATION

Conference Program

The LLZ 2023 Conference Program is a vital piece of information long after the show has finished. The Program will be made available to each Delegate

Internet

WIFI services will be available for the Conference duration

Security

The security provided by the organisers is designed to prevent unauthorised access to the hall, NOT to secure the contents of your stand, particularly when the hall is open to exhibitors, contractors or members of the public. There will be internal overnight security patrols only and these cannot secure the safety of your goods if left unattended.

Please ensure that your stand is manned at all times. Please help the organisers with the security of the halls by informing the organisers' office immediately of any security issues.

Exhibitors are advised not to leave their stands unattended during build up, breakdown, or the open period, and to take particular care with personal belongings, especially mobile telephones and laptop computers.

Personal Belongings

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.



Land-Linked
Zambia



EXHIBITION

INFORMATION

EXHIBITION BOOTH BUILD-UP

All booth should be set up the day before of the conference. Exhibitors can set up booth from **08:00hrs on the 21 March 2023**

Whilst every endeavour is made to secure the halls during build up and breakdown we would ask that exhibitors are extremely vigilant while the access doors are open and ensure that someone is present on their stand at all times.

Installation of stands /booths should be completed by **05:00 hrs on 23 March 2023. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be ready by 07:00 hours on 23 March** , for inauguration of the exhibition.

EXHIBITION BOOTH BREAKDOWN

For Safety reasons breakdown stands cannot commence until all visitors have left the exhibition hall. All Shell Scheme Exhibitors must have removed all their exhibits by **20.00 on Friday 24th March 2023**

All Space Only stand materials must be cleared from the hall by **22.00 on Friday 24th March 2023** Any items left in the hall after these deadlines will be deemed as rubbish, and a charge will be levied for removal by the venue.

EXHIBITION

INFORMATION

Building Height

The building height is 2.50 m for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).

Floor Material in Exhibition Area

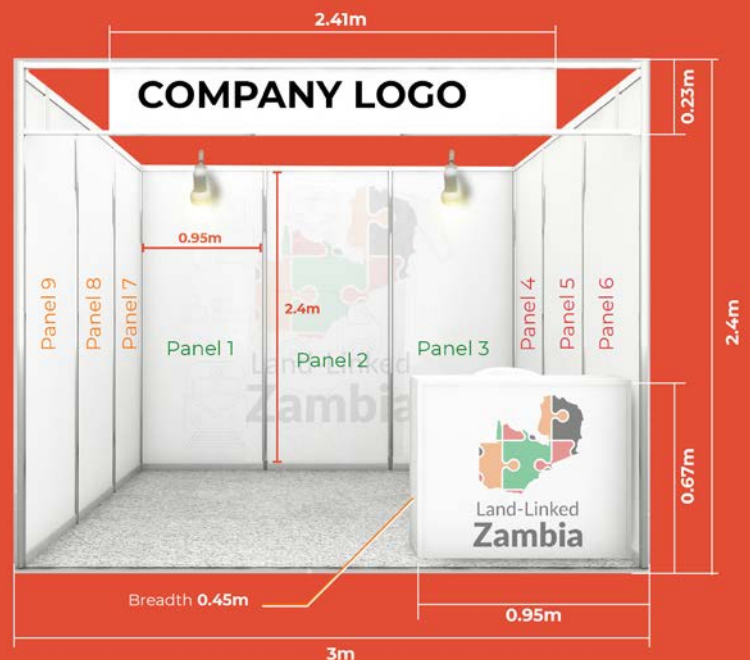
Objects in a stand which are higher than 2.50m should be placed at a minimum distance of 0.75m inward from the stand front, side and back lines. For objects higher than 2.50 m permission is required from Organiser.

If you wish to bring a display system (e.g. pop-up display) to put up in your stand, please inform organiser with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.

Stand includes:

- Fascia with the company name and logo
- Folding chairs (3)
- Spotlights with extended arm 150w (2)
- Socket 13A square pin British type

STANDARD EXHIBITION BOOTH DIMENSIONS



Insurance for contractors & service men

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages

RULES & REGULATIONS



- Raw space exhibitors / contractor will also be responsible for the proper behavior of the contractor, if the contractor appointed is other than the “Official Contractor”.
- The exhibitors / contractor will also have to bear any charges levied by the venue Mulugushi Internatioanl Conference Centre for damages caused to property, walls, flooring, etc.
- Exhibitors / contractors are requested to avoid designs blocking or boxing-in other exhibitors’ stands. The back wall shall never be left unsightly.
- Exhibitors / contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. Only finishing and touching up of paint (not complete painting) is permitted inside the hall.
- Exhibitors / contractors must ensure that finishing v/ painting of the stand does not result in spillage.
- Exhibitors / contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by 0500 hrs 23rd March 2023
- Exhibitors / contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor’s cost.
- No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- A finished back wall, except in the case of an island or peninsula stand, must be provided.
- Where “raw space only” stands rest on a shell scheme package stand, the walls of the shell scheme package may not be utilized by the “raw space” exhibitor.
- Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- In case of heavy machinery, the maximum height of 2.5 mts. can be accommodated in the hall.
- We would highly recommend that you practice cautious with regard to the move in / build up and tear down / move out phase of your exhibitions. We would recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the venue.
- Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move out.
- Protection of the carpet particular on the aisle with plastic sheet, plywood or used carpet during build up.
- No sanding, sawing, metal cutting, major painting and major construction allowed.

HEALTH & SAFETY



Health and Safety has become one of the most important issues within the event industry. All exhibitors and contractors at events organised by Africast Zambia are expected to ensure that they provide a safe place and system of work. Successful safety management requires commitment, involvement and co-operation of all those on site at an event. For ease of reference, please make sure that you have covered the following points:

DO NOT

- Work beneath rigging activity.
- Use flammable materials as part of your display.
- Have overloaded or insecure displays. Stands and displays must be safe and secure.
- Bring children into the halls - in particular during build up and pull-out. We would discourage children under the age of eighteen to enter the exhibition at any time.
- Overload trolleys.

DO

- Observe the signs and instructions given by the organisers
- Ensure that all stand personnel and contractors are familiar with the fire and evacuation procedures and locations of exits.
- Ensure that any contractor has a health & safety policy statement and good safety practices.
- Control vehicles properly on site - ask for someone to guide you whilst reversing.
- Endeavour to keep aisles free from rubbish and equipment at all times.
- Treat all cables as if they were live and turn off equipment that is not in use.
- Use the appropriate safety guards and clothing.
- Make sure that hazardous waste is disposed of safely. Venue services can provide advice.
- Ensure that measures are taken to minimise the impact of your operations on the environment.
- Do make sure that you are properly insured for the exhibition.
- Do maintain emergency gangways

If you do see anyone taking unnecessary risks, please report it to the organisers immediately. Your action could prevent a serious accident.

EVENT PUBLICATION

INFORMATION

If you are sponsor or exhibitor at LLZ, you will have a complimentary 100 word description in the Post Event Publication and your logo on all marketing materials

- 1) Please fill in the form below by 10 April 2023, with the contact details that you require in the catalogue.
- 2) Please send in a word document 100 word description about your organization in English
- 3) Please send us a copy of your logo in a high resolution eps, jpg, tif or pdf file (300 dpi)

N.B it is very important that you send a high resolution logo otherwise when we print the marketing materials, and we do not have a quality logo, the impression is not clear.

Please send all of the above information to us by 10 April 2023; we will not be responsible for the inclusion of any marketing material that arrives after this date.



MARKETING

ALL FOR AFRICA

For **the world**



Land-Linked
Zambia

2023 PLATINUM SPONSOR

Celebrating the power of a diversified workforce and **embracing equality.**

www.grindrod.com

