



**AGRICULTURAL & COMMERCIAL  
COOPERATIVE SOCIETY  
OF ZAMBIA LIMITED**

**GENERAL INFORMATION CIRCULAR  
FOR THE 96<sup>th</sup> SHOW 2024**



**AGRICULTURAL AND COMMERCIAL  
COOPERATIVE SOCIETY  
OF ZAMBIA LIMITED**

**96<sup>th</sup> AGRICULTURAL AND COMMERCIAL SHOW APPLICATION FOR EXHIBITION STAND**

**PLEASE COMPLETE THE FORM CLEARLY IN BLOCK LETTERS**

Exhibitor/Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Country/Town: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Type of Business - Tick where applicable.

Corporate  NGO  SME  Parastatal  Manufacturing  Chamber of Commerce & Associations   
Government

Sector - Tick where applicable:

Advertising & Graphics	<input type="checkbox"/>	ICT	<input type="checkbox"/>
Agriculture, Fisheries, Livestock & Machinery	<input type="checkbox"/>	Industrial Equipment and Tools	<input type="checkbox"/>
Arts & Crafts	<input type="checkbox"/>	Logistics & Transportation	<input type="checkbox"/>
Banking & Finance	<input type="checkbox"/>	Mining and Geo Exploration	<input type="checkbox"/>
Civil Engineering & Construction	<input type="checkbox"/>	Pharmaceuticals	<input type="checkbox"/>
Education & Training	<input type="checkbox"/>	Printing, Publishing & Stationary	<input type="checkbox"/>
Energy	<input type="checkbox"/>	Public Service Institution	<input type="checkbox"/>
Fast Moving Consumer Goods Supply & Production	<input type="checkbox"/>	Regulatory Institution	<input type="checkbox"/>
Furniture & Wood Products	<input type="checkbox"/>	Textiles & Clothing	<input type="checkbox"/>
Health Services & Supply	<input type="checkbox"/>	Tourism	<input type="checkbox"/>
Other: _____			

**Type of Stand & Size Required**

Indoor (Booths)      Square meters

Open Space      Square meters

Pavilion      Square meters

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Note: Preparation of the stand is your responsibility and subletting of exhibition space is not allowed.

*Theme: Creating a Competitive Future*

**GENERAL SHOW INFORMATION**

1. **About the Show:** It gives us great pleasure to invite you to participate in the 96<sup>th</sup> Agricultural and Commercial Show to be held from 31<sup>st</sup> July 2024 to 5<sup>th</sup> August 2023 under the theme “**Creating a Competitive Future**” at the Show grounds, Lusaka, Zambia. The Agricultural and Commercial Cooperative Society of Zambia Limited is home to Zambia Agricultural and Commercial Premier Show, Trade, and Exhibition which has been graced by several Heads of States in the region. The Society is a member of the Royal Agriculture Societies of the Commonwealth (RASC) and Events and Exhibition of Southern Africa (EXSA), Lusaka Chamber of Commerce and Industry (LCCI), International Association of Events and Exhibitions (IAEE). The Show Society has held several successful events and continue to provide a platform for sector industries to put on display various designs, all range of products, commodities, and innovations.

The Show provides six complete days of extreme high-profile business interaction in all sectors. Shows and its exhibitions continue to exponentially in participants and in playing the role in bolstering and growing economic sectors, and perfect occasion to network and find new opportunities. Institutions can also reach out to us and communicate tailor made programs which they intend to provide and obtain.

The Show now stands as a Premiere Platform for bringing Business Ideas and Investments, Trade relations, Commitments and Strategic Investments. The Show gains Patronage from Government Institutions, International Ministries, and Investment Promotion Agencies, the most dominant sectors being Financial Institutions, NGOs, Civil Societies, Agriculture, Commercial, Mining, Energy, Construction, infrastructure, Technology, Manufacturing, Tourism & Hospitality, Auto Mobile & Motor Industry, Transport and Logistics, Health, Education, Cosmetic/Clothing, among others. It attracts both local and international exhibitors and projects the level of economic activities in the Country, region and internationally.

In all the sectors, several products, services, designs, and innovations will be on display during the Expo. The Show will provide exhibitors an opportunity to meet large audience and will create a market platform which allows integration.

2. **Trade and Judging Days**

**Trade days:** Wednesday 31<sup>st</sup> July 2024 to Friday 2<sup>nd</sup> August 2024

**Judging day:** Wednesday 31<sup>st</sup> July 2024.

The Society hopes to have as many Exhibitors as possible that can attend their Pavilions on Trade and Judging Days. Exhibitors are encouraged to invite their business associates to their stands. Exhibitors will have to make their own arrangements for their visitors to enter the Showgrounds. If there are groups of School going children in the company of their teachers, please attend to them as they are our future leaders.

3. **APPLICATION:** Exhibitors must complete the Online or download an Exhibition Application Form and forward it to the Show Office together with the appropriate payment. Every Exhibitor shall be deemed to have read and understood these Terms and Conditions.

4. **Bonded Warehouse:** The Show grounds is deemed as a Custom Bonded Area for the duration of the Show, as such exhibitors are advised to move their goods meant for exhibition in-bond. Our recommended Custom Clearing Agent with Customs can be engaged for a removal in bond facility to help clear the goods and move them in bond through to the exhibition area. Participating companies are expected to meet their individual costs of accommodation (affordable cost with hospitality partners), travel and other expenses.

**5. Entry Tickets and Badges**

- a) **Exhibitors:** Exhibitors will receive an allocation of Exhibitors Badges based on how much they have paid. Should any exhibitor require Exhibitors Badges more than the allocation, these must be paid for as shown on table 1 below. Exhibitors Badges will be perforated each day as you enter the Showgrounds. If an Exhibitor wishes to go out frequently to collect supplies.
- b) **Exhibitors Car Parks:** Exhibitors' Car Parks will be clearly sign-posted, and no Exhibitor will be allowed to park anywhere else.
- c) **Arm Bands:** The Arm Bands will be sold to individuals who want to go out frequently. The gate managers will deploy a person to dress the arm bands on those intending to come back. The arm band must always be accompanied by a badge.
- d) **International Exhibitors:** Will be provided with an appropriate Badge and may enter the Showgrounds through the *Exhibitors' Gate 6 or Gate 8* in the Sports Complex area and will be guided where to park.
- e) **VIP Badge:** Holders of this badge will be reserved seats at the VIP section for the whole Show period.
- f) **Badges:** All Badges must be worn at all times and are **not transferable**. These Badges will be perforated daily as one enters the Showgrounds. All members of the public are advised to use appropriate gates which are clearly sign posted.
- g) **Sale of Tickets:** Tickets will be on sale at the following points: -
  - i. All the entry gates at the showgrounds.
  - ii. All Shoprite outlets in Lusaka (**Pre-sale Tickets**) – Comp tickets

**Table 1: Single Entry Ticket Charges**

<b>Item</b>	<b>Description</b>	<b>Amount (ZMW)</b>
1.	Daily Ticket	50.00
2.	Adult Badge	200.00
3.	Junior Badge	70.00
4.	Exhibitor's Badge	250.00
5.	VIP Badge	550.00
6.	Corporate Membership	300.00
7.	Arm Band	20.00

*Note: Children under five years of age are admitted free.*

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**Table 2: Car Parking Fees**

Item	Description	Amount (ZMW)
1	Car Sticker	60.00
2	Wrong Parking	150.00
3	Wrong parking + Towing fees	700.00

**h) Vehicle Stickers:** All vehicles entering the Showgrounds *must display only one appropriate Car Sticker and use the appropriate gate.* Vehicles displaying more than one sticker will not be allowed entry. Extra stickers other than for Official Opening, Essential Vehicles, International Exhibitor, Horse Competitor, and participating Defense Personnel will be sold as per table 2 above.

S/R	DESCRIPTION	GATE	STICKER	PARKING AREA
1	Exhibitors - International/ Foreign Exhibitors will use Exhibitors into	Gate 8	EX and I EX	Former NHA stadium and COMESA area grounds
2	Society Member-	Gate 1	M Sticker	Members Gate, Great East (road opposite Manda Hill B.P Station)
3	Show Membership	Gate 10	SM Sticker	Tiyende Pamodzi Highway, into new Polo field
4	Essential Vehicles - Banks, Security Companies, Show Operations, Police vehicles, Ambulances, Fire Engines, Vacuum Tankers, Lusaka City Council. Enter through South Gate up to 09.00 hours	Gate 11	A/AA Stickers	Tiyende Pamodzi Highway
5	Cattle and Livestock	Gate 12	C Sticker	Tiyende Pamodzi High then turn left, through 'C' gate and park trucks outside Cattle pens near Offloading Bay.
6	Horse Competitors	Gate 1	H Sticker	Members Gate then turn right to Horse Area.
7	Catering Kiosks	Gate 9 Gate 8 Gate 6	K & EX Sticker	polo B field and Exhibitor's car park
8	Police, Army, ZNS, ZAF	Gate 11	P Sticker	Tiyende Pamodzi Highway, Duty personnel & arena participants only
9	Public Paid Car Parks			Polo B fields

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6. **Parking of Vehicles:** Exhibitors will be allowed to bring in exhibits up to 09:00 hours on Wednesday **31<sup>st</sup> August 2024**. Thereafter no vehicles will be allowed in the Showground's at any time during the Show. Any vehicle found wrongly parked in the Showground's will be clamped and the owner will be required to pay a fine for wrong parking as stated on table 2 above. This will be done at owner's risk. Furthermore, any vehicle found parking in the Showground's after **09:00 hours** will be clamped and towed away at a cost stated in table 2 ***without compensation***.
7. **Judging Entry Forms**
  - a) These must be received by the Show Office not later than **Friday, 19<sup>th</sup> July 2024 by 14:00 hours**. Two copies of the **Agreement** entered between the Society and Exhibitors must be signed, returned to Society office and thereafter one copy will be returned to the Exhibitor. Maximum number of categories to enter for is three (03).
  - b) The first prize winners in all categories will automatically be judged for the ***Best Overall Exhibit*** and all entries will automatically be judged for the ***Best Interpretation of the Theme***.
8. **Exhibition Build:** Exhibitions build – up Access to the exhibition Pavilions (Exhibition Hall) will be available on Monday 29<sup>th</sup> July 2024 from 08.00. All stand preparation must be completed by 16:00hrs on 30<sup>th</sup> July 2024
9. **Building Rubble:** To ensure that the Showgrounds presents a neat, clean, and attractive appearance for the start of the Show, all building rubble etc., must be cleared by the Exhibitors not later than ***Friday, 26<sup>th</sup> July 2024***. Showground's personnel are not responsible for clearance of Pavilion rubble. No structure changes can be made to the pavilion without the authority of the Society.
10. **Advertising in the 2024 Show Catalogue:** Those wishing to advertise in the Show catalogue should contact the Show Offices for advice as to where they should submit their adverts to.
11. **Communication:** Please advise the Show Office of the name, email address, phone number and designation of the person responsible for your Pavilion.  
Email: [info@acsz.co.zm](mailto:info@acsz.co.zm), [acszshow@gmail.com](mailto:acszshow@gmail.com), [ceo@acsz.co.zm](mailto:ceo@acsz.co.zm)  
[TEL:+260 211 253415](tel:+260211253415) [+260977762076](tel:+260977762076) [+260957451185](tel:+260957451185).
12. **SUB-LETTING OR SPLITTING STANDS:** Exhibitors are not to sub-let any portion of the space allotted to them. Any exhibitor dividing the stand will be requested to leave the Showground and will forfeit all fees paid.
13. **Allocation of exhibitor tickets:** Exhibitors will be allocated single badge for each zmw5,000 spent on Trade Space and one Car parking sticker. School Secondary and Primary will pay at half. **Under no circumstances** will refunds be made to trade exhibitors or their staff/volunteers that arrive at the entrance without exhibitor tickets and have to pay to gain admission to the Show at the full rate. The Society cannot be held responsible for lost or forgotten exhibitor tickets.
14. **Mobile App:** Download the ACSZ Show App from google play store/Appstore.
15. **Delivery Vehicle after 9 hours** – To Trade Stands will be done from gate 6.
16. **Site Preparation & Completion:** Outside Trade Stand holders may begin preparation of their site on the Thursday prior to the Show. Traders taking space in any of the Showground Marquees may begin preparation of their stands on the Sunday prior to the Show. The staging of all stands must be completed by 8.00 pm on the evening before the Show. All exhibitors should bring their trade stand permits to the Show and produce them on demand by any Show Official.

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17. **Litter:** Exhibitors are required to have their Stands and the portions of the avenues immediately adjoining their stands, cleaned up each evening during the Show by 7.00 pm and the litter and refuse stacked ready for collection by the Society's contractors. Caterers and exhibitors providing meals and light refreshment must provide their own bins for waste food. Refuse sacks will collect from designated locations.
18. **Food & Catering:** No exhibitor other than the Society's appointed caterers and stands in the Food Hall will be allowed to sell food or drinks for consumption on the Showground. Exhibitors are at liberty to make such arrangements regarding hospitality catering on their own stands as they may wish but are reminded that they must conform to Food Hygiene Regulations. Exhibitors should ensure that they purchase enough tickets to cover catering staff, as these will not be provided by the Society.
19. **Alcoholic Drinks:** Exhibitors are responsible to ensure that no alcoholic liquor is obtained from their stand by children or young persons. Exhibitors selling alcohol must obtain their own licences and must be able to produce them on request.
20. **Livestock on Stands:** The Society must be notified in writing of any livestock brought into the Showground for exhibition on a stand. All livestock subject to movement control or disease-free certification must be accompanied by appropriate documentation from the relevant authorities and it is the responsibility of the Exhibitor to obtain such documentation. The same guidelines, regulations and health schemes apply to animals housed on trade stands as to all other livestock at the Show. Where livestock are exhibited, stand holders will be responsible for providing hand washing facilities.
21. **Machinery in Motion:** Regulations applicable to machinery in motion, engines etc. a) only smokeless fuel will be permitted. All exhibits containing moving parts must be fitted with guards to comply with Standard Safety Regulations governing the particular exhibit. All shafting, belts, gearing or anything which might be dangerous to the public must be fitted with adequate guards. All tractors or power units fitted with implements or attachments, if working, must be effectively protected. While the Society reserves to itself the right of excluding any petroleum or spirit it may deem unsafe it in no way relieves the Exhibitor from responsibility in the event of an accident or fire. Exhibitors must conform to the Regulations relating to the transport of petroleum and the precautions to be taken against fire. Exhibitors of chainsaws may only give working demonstrations if special permission in writing is given. Such demonstrations must have adequate barriers to keep the public at a safe distance (at least 2 metres). Tracked Vehicles: Vehicles on tracks or spud wheels will not be allowed to move about the Showground but must be brought in on trailers or other pneumatic-tired vehicles and unloaded direct on to the Exhibitors Stands.
22. **Fire Safety:** All exhibition Hall have fire extinguishers; fire assembly points are labelled. All exhibitors who own trade stands are required to supply a suitable fire extinguisher/s in the interests of fire precautions.
23. The Society Reserves the right to stop and search all vehicles entering or leaving the Showground.
24. **Postponement or Abandonment:** Exhibitors shall not have any claim against the Society or any member of the Society in respect of any loss or damage whatsoever consequent upon the Show or any part of it failing (for whatever reason) to be held or having to be abandoned.
25. **Compliance.** All Trade Stand exhibitors must be compliant with all current legislation and regulation relating to their business and the exhibiting of their business.

A C S Z

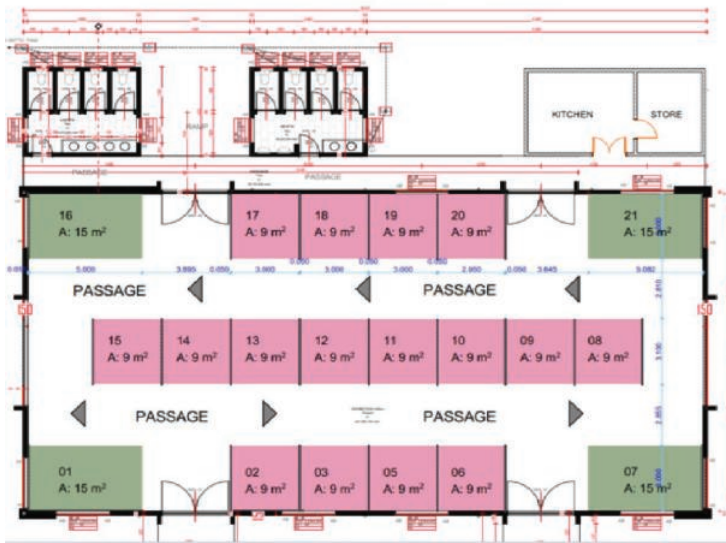
**Contact: Chief Executive Officer,**  
Agricultural and Commercial Cooperative  
Society of Zambia Limited Plot 2374,  
Great East Road, **Showgrounds,**

P. O. Box 30333, **LUSAKA, ZAMBIA**  
Tel: +260 211 253 426/253  
415

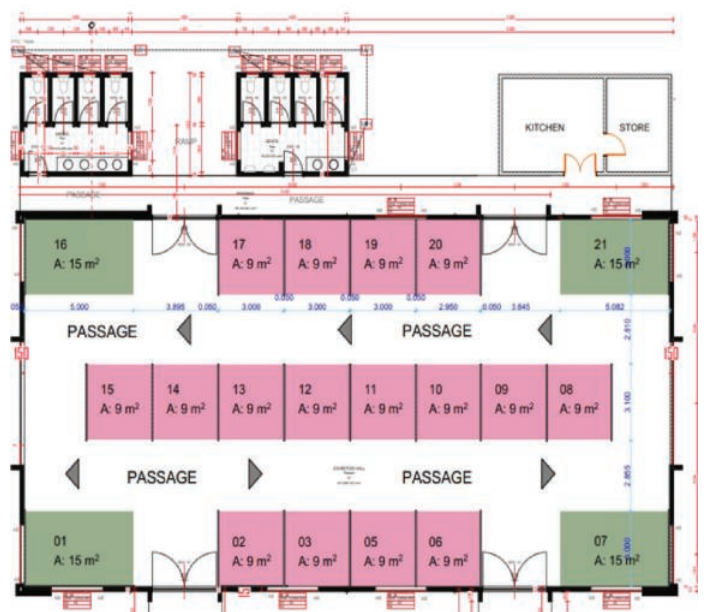
E-mail: [info@acsz.co.zm](mailto:info@acsz.co.zm) or [acszshow@gmail.com](mailto:acszshow@gmail.com) / Website: <http://www.acsz.co.zm>



Duncan Mfula Hall (Green Pavilion)



Cosmas Michelo Hall



Jubilee Hall





# Agricultural and Commercial Show



31st July to 5th August 2024

## Pricing

### INDOOR EXHIBITION



#### JUBILEE HALL:

- 3x4 Meters - K25,300
- 4x4 Meters - K32,200
- 4x4 Meters - K41,400
- 6x3 Meters - K46,000

#### COSMAS MICHELO HALL:

3x3 Meters - K18,000

#### DUNCAN MFULA HALL:

3x3 Meters - K14,000

ACSZ shall provide Carpet, Table, Chair, Power Access Point and one Exhibitor Badge for every K5,000

### OUTDOOR EXHIBITION



#### JUBILEE HALL:

3x3 Meters - K13,200

#### COSMAS MICHELO HALL:

3x3 Meters - K13,200

#### DUNCAN MFULA HALL:

3x3 Meters - K13,200

ACSZ shall provide power access point and three exhibitor badges

### INDIVIDUAL EXHIBITION



Size specific

ACSZ shall provide power access point and three exhibitor badges

### BADGES & TICKETS



ADULT BADGE - K200

VIP BADGE - K550

EXHIBITOR BADGE - K250

JUNIOR BADGE - K70

DAILY TICKETS - 50

Lusaka Showgrounds  
Theme: *Creating a Competitive future*

+260-977-762076, +260-957-451185

info@acsz.co.zm

www.acsz.co.zm



### Tips For Exhibitors & The General Public

- Visit the ACSZ offices, facebook page or website for show grounds map layout
- Water, electricity and other relevant requirements by exhibitors are provided by ACSZ
- ACSZ does not decorate and display stands for exhibitors but provides stands SJ9m<sup>2</sup> or 18m<sup>2</sup> schemes can recommend appropriate agencies at exhibitors' cost
- Car parks are available
- Waste Management, bins and skips are provided
- Daily entry tickets are sold at gates and pre-sale are sold at society offices
- Exhibitors list available at ACSZ
- 12 gates and 72 entry points for easy access



### Agricultural & Commercial Cooperative Society of Zambia Limited

Administration +260 211 253 426  
Marketing +260 211 253 415

info@acsz.co.zm | acszshow@gmail.com

Plot No. 2374, Show Grounds  
Great East road, Lusaka, ZM

www.acsz.co.zm



### About The Agricultural Show

The Agricultural and Commercial show is organized by the Agricultural and Commercial Cooperative of Zambia Limited. It is the country's premier show held since 1919 and has been held annually, except for 1921, 1941, 1946, 2020 and 2021.

The Show provides a forum for buyers and suppliers, exchange of information and knowledge in sector industries such as Agriculture, Information & Technology, manufacturing, Mining, Health, others are Trade and Investment, Product Innovation and Value Addition, Finance, Banking and Bench Marking.



### ACSZ Important Dates

First Exhibitors Meeting	26th April
Second Exhibitors Meeting	19th July
Promotional Match	27th July
Show and Exhibition Days	31st July - 5th August
Judging Days	1st August
Business Days	31st August - 2nd August
State Vice Presidents Day	2nd August
Official Opening	3rd August
Farmers Day Golf Tournament	5th August



### Agricultural & Commercial Cooperative Society of Zambia Limited

Theme: **Creating a competitive future**



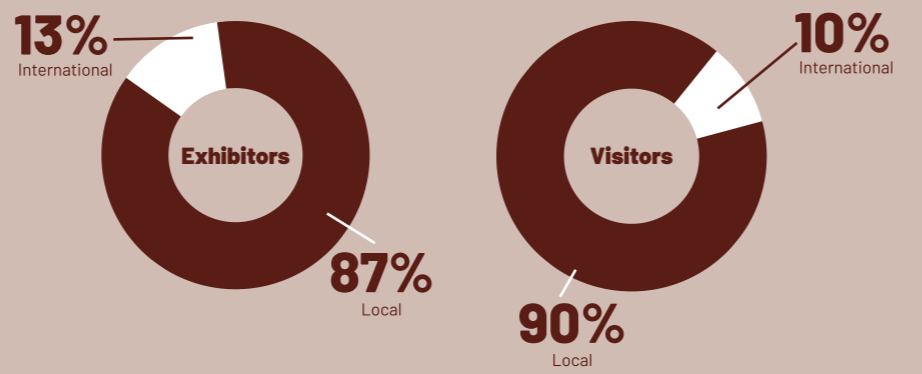
# 96<sup>TH</sup> AGRICULTURAL & COMMERCIAL SHOW



Download the ACSZ Show App on Google Playstore.



### 2023 Participation



- Show Luncheons**
  - Guest of Honour Luncheon
  - State Vice President's Luncheon
  - Judges Luncheon
  - Exhibitor's Luncheon
  - Sponsor's Luncheon
  - Society President Luncheon
  - Winner Luncheon
  - Farmers' Luncheon
- Judging Categories**
  - Commercial Competition
  - Horse Competition
  - Kernel Competition
  - Flower Competition
  - Arena Competition
  - Agriculture Competition
  - Livestock Competition
- Exhibition Space**
  - Permanent Stand Pavilion
  - Hall Exhibition Space
  - Both Indoor & Outdoor Space
  - Open Space
  - Demonstration Plots
  - Flea Market
  - Chalets



### Ticket Prices

Daly Tickets	K50
Adult Badge	K200
Junior Badge	K70
Exhibitors Badges	K250
VIP Badges	K550
Corporate Membership	K300
Car stickers	K60
Arm Bands	K20



### Why Sponsor?

- Complimentary Badgets / Tickets
- Full page advertising in the show catalogue
- Chester Dean Main Arena Advert
- Acknowledgment on social media & press
- Public address information centre mentions
- Acknowledgement in program
- Logo display in ACSZ adverts
- Time slot statment during the B2B session
- Applicable luncheons
- Great East Road Advertising for 3 months
- Luncheon session feature banner
- Invitation to speak at the official opening.

### Who should Apply?

Both Local and International Exhibitors

#### Agricultural

Agro Machinery, Agro chemicals, Livestock, Farming inputs and produce, etc

**(Manufacturing and processing companies) SMEs etc**

#### Commercial

Banking, Regulators, Government agencies, NGOs, Civil Society Organisations, Industrial companies





**LEGEND**

Bus Stop	
Catering Point	
Hall	
Parking	
Pedestrian Entry Gate	
Toilet	
Vehicle Entry Gate	
VIP Parking	

- A** Jubilee Hall
- B** Jubilee Garden
- C** Zambia Hall
- D** INDECO Hall
- E** Agriculture Hall
- F** Cosmas Michelo Hall
- G** Duncan Bwalya Mfula Hall
- H** Andrew Hamaamba Hall
- I** Bulimi Hall
- J** Lamasat Lima Hall

