

# RECORDS AND INFORMATION MANAGEMENT AWARENESS WORKSHOP, AWARDS & EXPOSITION

## (RIMAW & RIMA AWARDS 2011)

28<sup>th</sup> – 29<sup>th</sup> October, 2011

Sheraton Hotels & Towers

Ikeja, Lagos, Nigeria.

(<http://www.sheratonlagos.com>)



## EXHIBITION OPPORTUNITY

### Call for Exhibition

RIMAW 2011 is a unique opportunity to meet potential users, advisors and project managers of records and information management systems across Nigeria, in a focused, discussion-oriented environment. As the number one Records and Information Management event in Africa, we develop, maintain and promote an active community of vendors, service providers and users. We have been delivering successful events in this industry and continuously strive to move the market forward since 2004.

### Benefits (Exhibitors)

- Company name, logo and description on event website
- Company name on event programme and related collaterals
- Complete clip panel and pole stand scheme, including electrics and standard furniture package
- Seminar and presentation opportunities
- Adequate media coverage of exhibitors (newspaper, television)
- Bookers will receive mailing address details of all attendees
- Bookers are given stand selection at the venue (date-booked basis).
- Mention on monthly Newsletter before and after the event
- Product/Service highlight during RIMA Awards Nights & Dinner.

### Submission Requirements

Companies and Individuals wishing to exhibit products or services during RIMAW 2011 are requested to submit a letter or e-mail of intents with the following information:

- A short description of the company
- A description of the products or services to be exhibited
- The minimum amount of exhibit space needed (e.g., the number of tables needed)
- Some special requirements (e.g., internet connection, extra electric power plugs)

### Important Dates:

**Exhibits Registration Deadline:** August 31, **2011 RIMAW-11 Exhibition:** Friday October 28, 2011

### Submissions and Inquiries

Proposals and inquiries can be sent by letter or email to:

#### Exhibits Chair RIMAW 2011

21, Esther Oshinyemi Street, Ilupeju Lagos, Nigeria.

**E-mail:** [rimaw2011@rimaw.org](mailto:rimaw2011@rimaw.org)

## QUOTATION FOR EXHIBITION

DESCRIPTION	QTY	PRICE/STAND	SUB-TOTAL
<b>9 SQM EXHIBITION STAND</b> comprised of shell scheme aluminum poles 2.5 m high -white panels 2.4 m x 1m  <b>STANDARD FURNITURE AND ELECTRIC PACKAGE:</b> - fascia name with vinyl cut letters (max 10 letters/company) Standard package for every 9 SQM  2 chairs  1 table  2 spot lights  1 socket	1	<b>USD 1,000</b>	<b>USD 1,000</b>
		<b>GRAND TOTAL</b>	<b>USD 1,000</b>

\*All materials quoted above are on hire basis for the duration of the exhibition.

All requests should be submitted by electronic mail to the Exhibits Chair (see below) no later than August 31, 2011.

### Important Dates

Exhibits Registration Deadline: August 31, 2011

RIMAW-2011 Exhibits: October 28, 2011

### Submissions and Inquiries

Proposals and inquiries can be sent by letter or email to the exhibits chair:

### Exhibits Chair RIMAW 2011

21, Esther Oshinyemi Street, Ilupeju, Lagos, Nigeria, E-mail: rimaw2011@rimaw.org

**Limited stands available! Register now!!**

*Call +234 -1-8940451, 8784548, +234-8023819008, +234-8169234244 or rimaw2011@rimaw.org for more information or to reserve any of these opportunities.*

**RIMAW 2011 is hosted annually by:**

**RECORDS AND INFORMATION MANAGEMENT AWARENESS FOUNDATION  
(RIMA FOUNDATION)  
[www.rimaw.org](http://www.rimaw.org)**