



Box 20982
Nairobi
KENYA

May 29th 2023

Dear Exhibitor,

OmniSpace are pleased to introduce ourselves as the official provider for Exhibition and event related services at the UN Habitat Assembly 2 which will be held at the United Nations Complex in Gigiri, from June 5th to June 9th 2023. OmniSpace Ltd, is a 360 events and exhibitions services company specializing in the provision of event infrastructure, accessories and services. It will be our honour and pleasure to provide for all of your needs as you plan and prepare and participate in the UN Habitat Assembly and the Urban Expo. We have made exhaustive arrangements to ensure that all of your needs will be met. If there is anything that you are unable to find in our catalog, please don't hesitate to reach out to us directly with a request.

Your success in this upcoming event is extremely important to us and it is our goal to make your participation in the event as simple as possible. As such, we have provided an easy to use online catalogue, at <https://omnishop.omnispace3d.com> . We encourage you to reach out to us directly at UNHA2@omnispace3d.com if you have any queries or concerns. We are here to make the process as simple and easy for you as possible. With all that said, we know that early preparation and clear communication is the key to a successful event. With that in mind we would like to provide the following requests/reminders to ensure that your orders are received and processed and delivered accurately and on time.

FURNISHING YOUR STAND

Your Urban Expo Exhibition booth will come with the following items standard:

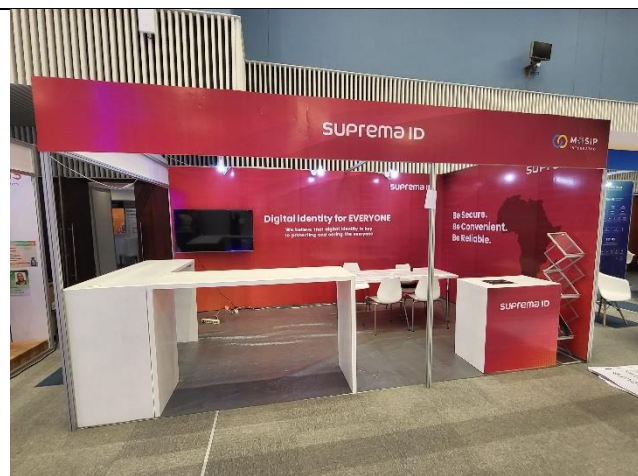
- i) 2 by 2m shell scheme booth with your company name and stand number displayed on the fascia**
- ii) Basic white plastic table and 2 chairs**
- iii) Spotlight**
- iv) Socket**

Additionally, you may order additional furniture and amenities to make your stand more comfortable or attractive to exhibition visitors. You may order audiovisual equipment such as TV monitors, furniture such as bar tables and stools, amenities such as Nespresso coffee machines, water, carpeting, and you may order customized graphics for your booth walls or a branded reception desk. Below are links to the various categories of items available in the online catalog for ease of reference

Items	Link
- Furniture	https://omnishop.omnispace3d.com/furniture-category/
- Audiovisual	https://omnishop.omnispace3d.com/audiovisual-and-electrical/
- Accessories/Amenities	https://omnishop.omnispace3d.com/amenities-category/
- Flooring Basic	https://omnishop.omnispace3d.com/product-category/amenities/floor-covering/
- Graphic Design	https://omnishop.omnispace3d.com/graphic-design-category/
- Staffing and Services	https://omnishop.omnispace3d.com/product-category/staffing-and-services/



Standard Booth and chair and table



Customized booth with graphics and custom furniture/carpet

Please note orders must reach us no later than **Thursday June 1st by close of business** in order for us to ensure delivery. For graphics, all orders must be accompanied by artwork that is set to the specifications in the attached instructions. Please make your orders as early as possible to avoid disappointment. Please note that orders received after the cut off dates will be subject to availability and will incur a rush order premium.

ORDERING PROCESS

We have made the ordering process as seamless as possible so you can order your items and make payments immediately and easily, through online payment portal or through your bank depending on what works best for you.

i) **ITEM SELECTION: SELECTING ITEMS** - may browse and select items via our online catalog <https://omnishop.omnispace3d.com>

ii) MAKING ORDERS

Ordering Online - You may make your selections and order items online at

<https://omnishop@omnispace3d.com>. Once you submit your online order, we will confirm availability of items and an email with the order will be generated and sent to you to sign, along with payment instructions.

You must complete, sign, and stamp your order form and return to us for processing along with proof of payment. Once your signed/stamped order form and payment are both received your order is complete and you will receive a confirmation number. Your order will be confirmed only after your proof of payment is received.

iii) MAKING PAYMENTS

Once we receive your order or order form, and confirm item availability, you will receive an email with payment instructions and a link to initiate payment. Payment may be made in either of two ways:

- i) **Via electronic funds transfer (EFT)/wire transfer** – bank details can be found on your order form.
- ii) **By Credit Card online** – you will receive an email with a customized link to enable you to make the payment for your order. You may also go back into the site, go to “my account”, look for “Orders”, select the order and you will see a tab for payments. Click on the tab and follow the instructions.

Once your payment is complete and funds have been received/confirmed, your order is confirmed, and you will receive a confirmation email. Your items will be delivered to your stand and any graphics will be applied/available/ready by the time you arrive for your set up. We look forward to serving you and we are working closely with the UN Habitat Assembly Secretariat to ensure that all goods and services that you require will be provided for you in a timely manner. We ask that you adhere to the above guidelines and timelines for a smooth process. Please don't hesitate to reach out to us for any exhibition related goods or services, whether in our catalog or not. **For all enquiries or to place an order**, please email : UNHA2@omnispace3d.com cc to 'Andrew Simiyu' andrew.simiyu@omnispace3d.com.

Sincerely

The Omnispace Team