

NOGC 2026

EXHIBITOR MANUAL

18 – 20 August 2026

Mercure Hotel Windhoek, Namibia

Welcome

Dear Exhibitor,

Thank you for booking your exhibitor stand at the [Namibia Oil and Gas Conference and Exhibition \(NOGC\) 2026](#), taking place from **18 – 20 August 2026** at the **Mercure Hotel Windhoek conference centre**.

This manual covers everything you need to prepare your stand and your team. Please also visit and bookmark the [live Attendee Information Page](#), which has the most up to date information on all topics including venue, travel, accommodation, visa, programme, floorplan, badge collection and event app.

Our team is here to help. Please do not hesitate to reach out at any stage. NOGC Operations: africaops@gep-events.com

Operations Team: **Haany Halim & Marwa Shawky**

Quick links

- [Attendee Information Page](#) — everything you need to prepare incl. registration desk hours
- [Exhibition floorplan](#) — current layout with all confirmed exhibitors
- [Strategic Conference programme](#)
- [Venue overview](#)
- [Accommodation](#)
- [Exhibitor Zone](#)

Schedule at a glance

Date	Activity
Sat 15 – Mon 17 Aug	Exhibitors stand setup (space-only & shell scheme build) 08:00 – 18:00 Daily
Tue 18 Aug	Day 1 — Masterclasses, Exhibition opening & inauguration with drinks
Wed 19 Aug	Day 2 — Strategic & Technical Conference, Exhibition, official opening, drinks reception
Thu 20 Aug	Day 3 — Strategic & Technical Conference, Exhibition
Fri 21 Aug	Exhibition & marquee breakdown

Exhibition stand information

Shell scheme stands

The official shell scheme contractor is Exhibitions & Events Warehouse (EEW), Glenn English, +264 81 852 0408.

Each shell scheme stand includes:

- White panel walls in an aluminium frame (2.4 m high × 1 m wide panels)
- Fascia name board with your company name and stand number
- 2 × spotlights and 1 × power socket
- Carpet (color to be confirmed by EEW)
- Furniture
 - 1 tables
 - 2 chairs
 - 1 waste bin

Shell scheme furniture

Furniture is supplied separately by **Terra Events** — Joan Kannemeyer, +264 81 891 6232. Additional furniture, AV, graphics and storage may also be ordered directly from Terra Events.

Shell scheme panel & artwork sizes

If you are dressing your shell scheme stand with printed panel graphics, please contact Glen English at EEW for the exact artwork sizes as they vary. Each shell scheme wall panel is 970 × 2390 mm.

Please refer to these 2 links for detailed information on panel and graphic sizes.

[Shell Scheme Artwork Spec Sheet](#)

[Shell Scheme Panel Sizes](#)

Shell Scheme graphics can be produced by EEW, the official shell scheme provider. Contract details below.

Space-only stands

A space-only stand is allocated floor space with no shell scheme structure. You are responsible for appointing a booth production contractor and submitting your stand design for approval.

Recommended booth production contractors — we work closely with the following local suppliers and recommend them in this order for custom booth design and build for space-only exhibitors:

- **1. Terra Events** — Joan Kannemeyer, +264 81 891 6232 — our primary recommendation for space-only booth production. Also handles event furniture, graphics, signage and storage.

- **2. Exhibitions & Events Warehouse (EEW)** — Glenn English, +264 81 852 0408 — also available for custom booth design and build for space-only exhibitors (in addition to delivering our official shell scheme structures).

Exhibitors are free to appoint their own contractor — please submit the contractor's details together with your stand design for approval.

Other space-only requirements:

- Submit stand design (scaled plans, elevations, max height, electrical grid, 3D render and contractor details) by **25 July 2026** to africaops@gep-events.com.
- Default max build height: **2.5 m**; higher with prior written approval (apply at least 4 weeks before build)
- Rear-facing walls visible to neighbours must be finished plain white or neutral. No branding on rear-facing surfaces.
- No fixings, suspensions or attachments to the marquee structure, venue infrastructure or neighbouring stands.
- All stand electrics must be installed by the official electrical contractor and pass onsite inspection before connection.
- Carpet / floor coverings are the exhibitor's responsibility. All tape must be fully removed at breakdown.

Power

Each shell scheme stand includes one power socket. Additional power or special connections must be ordered in advance via the Glenn English at EEW.

Official vendors & contractors

The contractors below are the official suppliers for NOGC 2026. Please contact them directly for orders outside your standard stand package.

Service	Vendor	Contact
Shell scheme structure, shell scheme graphics, power (official)	Exhibitions & Events Warehouse (EEW)	Glenn English — +264 81 852 0408
Booth production — space-only (primary recommendation)	Terra Events	Joan Kannemeyer — +264 81 891 6232
Booth production — space-only (also available)	Exhibitions & Events Warehouse (EEW)	Glenn English — +264 81 852 0408
Furniture, graphics, storage, av	Terra Events	Joan Kannemeyer — +264 81 891 6232
Venue (Mercure)	Lucia, Mercure Hotel Windhoek conference centre	reservations.namibia@accor.com / +264 61 296 8000

Rules & regulations

- **Insurance:** the organisers will not be held responsible for the safety of articles brought to site by exhibitors, their staff or contractors. Exhibitors must arrange their own insurance and indemnify the organisers against any loss, damage or injury caused by their staff, agents or contractors.
- **Payment:** exhibitors will not be allowed to occupy their space until full payment has been received.
- **Sales:** 'over the counter' cash sales are not permitted.
- **Promotions:** brochures, flyers and promotional activity must be confined to within your own stand. No distribution in aisles or near entrances.
- **Electrical work:** only the official electrical contractor may carry out electrical installations. All installations are subject to onsite inspection before connection.
- **Outside contractors (space-only):** must be approved in writing by the organisers in advance. Exhibitors are liable for their appointed contractors' compliance with these rules.
- **Breakdown:** all stands must remain fully operational until the official close at the end of Day 3. Early breakdown is not permitted. All exhibits, fittings and waste must be cleared from the venue by the end of breakdown.
- **Force majeure:** the organisers will not be liable for any cancellation, postponement or alteration due to circumstances beyond their control.

We look forward to welcoming you to Windhoek in August. Please reach out at any stage — our team is here to help you make the most of NOGC 2026.

Warm regards,

The Organising Committee

Namibia Oil & Gas Conference & Exhibition 2026

africaops@gep-events.com