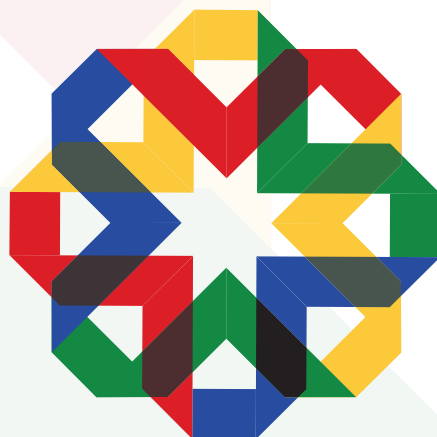




Government of Ethiopia



UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION



SECOND INTERNATIONAL AGRO-INDUSTRY INVESTMENT FORUM

5 to 8 MARCH 2018
ADDIS ABABA | ETHIOPIA

AGRO-PROCESSING – AN EPICENTER FOR THE TRANSFORMATION OF THE ETHIOPIAN ECONOMY

LOGISTICS NOTE

In partnership with:



Food and Agriculture
Organization of the
United Nations





1. Online registration

To register for the Second International Agro-Industry Forum, please go to the event's website: <https://isid.unido.org/aife2.html>. Registration closes at midnight GMT +3 on Monday, **26 February 2018**.

For participants requiring a visa upon arrival, please register no later than Monday, 19 February 2018 in order to facilitate immigration procedures (please refer to section 2 on passport and visa requirements below).

Should you have any problems registering online, please contact agroforum@moin.gov.et.

2. Passport and visa requirements

Each participant is responsible for providing a valid passport to enter Ethiopia. Your passport must be valid for at least 6 months from the date you intend to enter Ethiopia. All foreigners (except nationals of Djibouti and Kenya) require a visa to enter Ethiopia.

Forum organizers will facilitate visas upon arrival at Bole International Airport. Participants who would like to benefit from this service are requested to properly register on the website and also submit copy of their passport bio data page **before 19 February 2018** to agroforum@moin.gov.et

Please note that a conference visa costs USD 32 per person. Payments must be made in either US dollars or other equivalent major convertible currency. Holders of diplomatic and service passports or a United Nations Laissez-Passer will receive visas gratis.

3. Plane tickets, subsistence allowance and other costs

Participants are expected to cover all costs related to their participation in the investment forum and to make their own travel arrangements.

Ethiopian Airlines is offering a flight discount of 12% for all forum participants, applicable to economy and business class flights. To benefit from this discount, kindly use **tour code ADD5352A** and **promo code SAI18** for online website sales.

4. Venue

The investment forum will be held at the Millennium Hall in Addis Ababa. Meetings among business representatives (B2B) and business and government officials (B2G) will be organized in the same facility. Areas are reserved for this purpose. The exhibition will also feature in the Millennium Hall building.

For information regarding the venue, please contact:

Amal Seid

Flawless Events

E-mail: amal@flawlessevents.net / agroforum@moin.gov.et

Tel.: +251 966334445

www.flawlessevents.net

5. Accommodation in Addis Ababa

A number of rooms have been set aside for forum participants at the hotels listed in section the Logistics Note. The pre-reserved hotel rooms will be held until 25 February 2018, thereafter, hotels will honour rates based on availability. When booking a room with your selected hotel, please make reference to **“Group code: UNIDO”**.

6. Transport

Most hotels provide shuttle bus services between the hotel and the airport. Participants are responsible for arranging shuttle service directly with their selected hotel.

All hotels listed in this Logistics Note will provide shuttle service to and from the forum venue at the beginning and end of each conference day, including the field visit. The shuttle schedule will be shared with all registered delegates the week before the forum commences. Please note that only the hotels listed in this Logistics Note offer shuttle service to and from the venue.

7. Conference badges

Registered participants can collect their conference badge at the Millennium Hall registration desk located at Gate D entrance inside the compound. Entrance to the compound is located across the Bole Ambassador Hotel. You will need to present a government-issued ID to collect your badge.

Hours for badge pick up:

- Saturday, 3 March 2018: 10:00 am to 5:00 pm
- Sunday, 4 March 2018: 10:00 am to 6:00 pm
- Monday, 5 March 2018: 7:00 am to 5:00 pm
- Tuesday, 6 March 2018: 8:00 am to 5:00 pm
- Wednesday, 7 March 2018: 8:00 am to 12:00 pm

For participants who have not pre-registered, you can also register on-site and pick up your badge as per the schedule above.

8. Security

The Government of Ethiopia will provide 24 hour security services for the duration of the event at venues and hotels where participants are staying.

9. Members of the press and press equipment

All media personnel are required to apply for media accreditation and media equipment clearance through the Government Communication Affairs Office of Ethiopia.

Contact person:

Mr. Shambel Tilahun,
Acting Media Relations Team Leader,
Government Communications Affairs Office, Ethiopia

E-mail: alazaru777@gmail.com
Tel: +251 911 747 313

Mrs. Sara Kebede,
AIFE Secretariat
E-mail: agroforum@moin.gov.et
Tel: +251 911 810 026

10. Preferred customs agents for the forum

DHS Transit Pvt.Ltd.co.

Contact Person: Mr. Desalegn Mekonnen
Mobile: +251911513990
Office: +251 116620277
Fax: +251 -116620281
E-mail: dhstransitplc@gmail.com

Glitter Trading & Logistics PLC

Contact Person: Mr. Kinfe Eshetu
Mobile: +251930034558
Office: +251 116612198
Fax: +251 116611672
E-mail: glitteraddis@gmail.com
Website: www.glitter-trading.com

AL Logistics Plc.

Contact Person: Mr. Abel Gezahegn
Mobile: +251 911167346 / +251922-588632
Office: +251 -116-615271/+251-116-614727
Fax: +251 -116-615271/+251-116-614727
Email: abel@freight-in-time.com / lemlem@frieght-in-time.com
Website: www.freight-in-time.com

Hiwot Customs Clearing & Forwarding Agency Plc.

Contact Person: Mr. Fikadu Birhanu/ Mr. Teshome Ketema
Mobile: +251 932 971500/ +251 935 981631/ +251 911488258
Office: +251-114-169510
Mobile: +251 932 -971500/ +251 -920 605515
Fax: +251-114-662940
Email: hiwotforwarding@gmail.com

11. Special aircraft

Private/chartered planes transporting delegations will land at Addis Ababa Bole International Airport. In order to ensure official aircrafts a safe journey through Ethiopian Airspace, it is required to submit the permission request form, which must include:

- Name of carrier;
- Name and type of aircraft;

- Entry and exit points in Ethiopia;
- Call sign;
- Point of departure and destinations;
- Dates and times of arrival and departure;
- List of crew with passport details; and
- List of passenger(s) with passport details.

In order to get the necessary permit, the details indicated above should be submitted to contact person:

Amal Seid

Flawless Events

E-mail: amal@flawlessevents.net / agroforum@moin.gov.et

Tel.: +251 966334445

12. Weather

Addis Ababa has a mild climate all year round. From February to April, you can expect cool nights and warm days. The average temperature in Addis Ababa is expected at a high of 25 degrees Celsius and a low of 5-10 degrees Celsius.

13. Electricity

The standard voltage in Ethiopia is 220 V. The types of sockets or outlets used are the continental European standard socket (two round prongs).

14. Currency

Foreign currency is rarely used in Ethiopia; instead you will be required to pay for most hotels, tours and food with Ethiopian currency -- Birr. The official exchange rate is USD 1.00 = ETB 27.2 (as of January 2018). Latest rates can be found on www.nbe.gov.et

Exchange rates are fixed at the same rate at all banks. Please only exchange your major currencies at official banks – it is illegal to trade on the black market.

You will find ATMs in all hotels and major commercial centers. VISA is widely accepted at all ATMs with Mastercard now gaining traction. Note that American Express cards are rarely accepted.

Hotels accept credit card payments, but almost all hotels and shopping centers transact on a cash basis only.

15. Emergency contacts

Police / Ambulance – 911

16. Contact points for logistical information

- For any further other logistical queries, please contact: agroforum@moin.gov.et / +251-966334445
- Government officials participating in the forum are advised to contact their respective embassies in Ethiopia.

17. Hotel list

List based on distance from the forum venue:

BOLE AMBASSADOR HOTEL

No. of rooms offered:	60 rooms	Single	Double
Room rates:	40 Standard	\$ 79	\$ 99
	20 Twin	\$ 99	\$ 99
Contact person for reservation:	Henok Abera – Director of Sales and Marketing		
Phone number:	+251 116 188 291 / +251 945 012 345		
E-mail address:	reservation@ambassadorhotelethiopia.com ; smd@ambassadorhotelethiopia.com		
Hotel website:	www.ambassadorhotelethiopia.com		
Distance from airport (driving):	Approx. 2 minutes		
Distance from venue:	Approx. 1 minutes		

JUPITER HOTEL (BOLE & KAZANCHIS)

No. of rooms offered:	60 rooms	Single	Double
Room rates:	20 Standard	\$ 95	\$ 115
	20 Deluxe	\$ 110	\$ 130
	10 Twin	\$ 130	\$ 130
	5 Junior Suite	\$ 140	\$ 160
	5 Executive Suite	\$ 175	\$ 195
Contact person for reservation:	Nahusenay Ayalew		
Phone number:	Bole +251 116 616 969 / Kazanchis +251 115 527 333 / +251 929 216 371		
E-mail address:	reservation@jupiterinternationalhotel.com ; mktrepresentative@jupiterinternationalhotel.com		
Hotel website:	www.jupiterinternationalhotel.com		
Distance from airport (driving):	Approx. Bole 2 minutes, Kazanchis 15 minutes		
Distance from venue (driving):	Approx. Bole 2 minutes, Kazanchis 15 minutes		

GOLDEN TULIP HOTEL

No. of rooms offered:	19 rooms	Single	Double
Room rates:	15 Deluxe King	\$ 108	\$ 138
	4 Executive	\$ 148	\$ 178
Contact person for reservation:	Meklit Samuel – Sales Manager		
Phone number:	+251 116 183 333 / +251 941 626 354/50		
E-mail address:	reservations@goldentulipaddisababa.com ; salesmanager@goldentulipaddisababa.com		
Hotel website:	www.goldentulipaddisababa.com		
Distance from airport (driving):	Approx. 3 minutes		
Distance from venue (driving):	Approx. 3 minutes		

HARMONY HOTEL

No. of rooms offered:	40 rooms	Single	Double
Room rates:	Standard Twin/Single	\$ 118	\$ 148
	Sheba Queen	\$ 118	\$ 148
	Royal King	\$ 150	\$ 180
	Emperor Suite	\$ 208	\$ 238
	Furnished Deluxe Suite	\$ 192	\$ 222
Contact person for reservation:	Samrawit Assefa – Sales and Marketing Officer		
Phone number:	+251 11 618 3100 / +251 945 896 371		
E-mail address:	reservation@harmonyhotelethiopia.com ; marketing1@harmonyhotelethiopia.com		
Hotel website:	www.harmonyhotelethiopia.com		
Distance from airport (driving):	Approx. 5 minutes		
Distance from venue (driving):	Approx. 5 minutes		

SARO-MARIA HOTEL

No. of rooms offered:	60 rooms	Single	Double
Room rates:	Flat rate for all type of rooms	\$ 165	\$ 195
Contact person for reservation:	Saron Shiferaw – C&E Supervisor		
Phone number:	+251 116 672 169/ +251 922 726 308		
E-mail address:	reservation@saromariahotel.com ; saron.shiferaw@saromariahotel.com		
Hotel website:	www.saromariahotel.com		
Distance from airport (driving):	Approx. 5 minutes		
Distance from venue (driving):	Approx. 5 minutes		

FRIENDSHIP INTERNATIONAL HOTEL

No. of rooms offered:	104 rooms	Single	Double
Room rates:	16 Queen	\$ 60	\$ 80
	24 King	\$ 60	\$ 80
	32 Deluxe	\$ 75	\$ 95
	24 Twin		\$ 80
	8 Royal Suite	\$ 120	\$ 140
Contact person for reservation:	Yanet Theodros		
Phone number:	+ 251 116 670 202/ +251 116 670 178 / +251 911 745 914		
E-mail address:	marketing1@friendshiphotel.com.et ; gm@friendshiphotel.com.et		
Hotel website:	www.friendshiphotel.com.et		
Distance from airport (driving):	Approx. 5 minutes		
Distance from venue (driving):	Approx. 5 minutes		

RAMADA HOTEL

No. of rooms offered:	Subject to availability	Single	Double
Room rates:	Superior rooms	\$ 158.5	\$ 177.5
Contact person for reservation:	Sinaybizu Anmaw		
Phone number:	+ 251 116 393 939 / +251 941 921 081		
E-mail address:	senaybizu.anmaw@ramadaaddis.com ; solomon.minlikalew@ramadaaddis.com		
Hotel website:	www.ramadaaddis.com		
Distance from airport (driving):	Approx. 5 minutes		
Distance from venue (driving):	Approx. 5 minutes		

AZZEMAN HOTEL

No. of rooms offered:	38 rooms	Single	Double
Room rates:	25 King	\$ 70	\$ 90
	6 Deluxe	\$ 85	\$ 105
	5 Twin	\$ 105	\$ 105
	2 Junior Suite	\$ 135	\$ 155
Contact person for reservation:	Moti Mulugeta – Sales and Marketing Manager		
Phone Number:	+ 251 116 449 360 / +251 942 767 676		
Email Address:	reservation@azzemanhotel.com ; marketing@azzemanhotel.com		
Hotel website:	www.azzemanhotel.com		
Distance from airport (driving):	Approx. 6 minutes		
Distance from venue (driving):	Approx. 6 minutes		

MARRIOTT EXECUTIVES APARTMENT

No. of rooms offered:	40 standard rooms
Room rate:	\$202.40
Contact person for reservation:	Tewedaje Mulugojam
Phone number:	+251 115 184 600 / +251 115 184 606 / +251 929 383 493
E-mail address:	reservation.adder@marriott.com tewedaje.mulugojam@marriott.com
Hotel website:	www.meaaaddisababa.com
Distance from airport (driving):	Approx. 12 minutes
Distance from venue (driving):	Approx. 10 minutes

SAPPHIRE HOTEL

No. of rooms offered:	122 rooms	Single	Double
Room rates:	24 Standard king	\$ 80	\$ 100
	64 Deluxe	\$ 90	\$ 110
	8 Twin		\$ 100
	26 Suite	\$ 115	\$ 135
Contact person for reservation:	Nafkot Getahune / Bezawit H/meskel		
Phone number:	+251 116 393 907 / +251 911 815 650 / +251 910 274 751		
E-mail address:	sapphireaddishotel@gmail.com ; info@sapphireaddishotel.com		
Hotel website:	www.sapphireaddishotel.com		
Distance from airport (driving):	Approx. 6 minutes		
Distance from venue (driving):	Approx. 6 minutes		

ELILLY HOTEL

No. of rooms offered:	151 rooms	Single	Double
Room rates:	96 King	\$ 110	\$ 135
	32 Single	\$ 95	
	15 Junior suite	\$ 120	\$ 140
	8 Twin	\$ 120	
Contact person for reservation:	Tesfaye Amenu / Kidist Regasa		
Phone number:	+251 115 587 777 / +251 922 728 318 / +251 922 870 162		
E-mail address:	reservation@elillyhotel.com ; tesfaye.amenu@elillyhotel.com		
Hotel website:	www.elillyhotel.com		
Distance from airport (driving):	Approx. 15 minutes		
Distance from venue (driving):	Approx. 15 minutes		

INTERCONTINENTAL HOTEL

No. of rooms offered:	114 rooms	Single	Double
Room rates:	90 Standard	\$ 96	\$ 130
Contact person for reservation:	Yael Wondwosen		
Phone number:	+251 929 383 488 / + 251 115 184 604		
E-mail address:	reservation@intercontinentaladdis.com ; yael.wondwossen@intercontinentaladdis.com		
Hotel website:	www.intercontinentaladdis.com		
Distance from airport (driving):	Approx. 15 minutes		
Distance from venue (driving):	Approx. 15 minutes		

RADISSON HOTEL

No. of rooms offered:	50 rooms	Single	Double
Room rates:	50 Standard	\$ 186	\$ 211
Contact person for reservation:	Henok Nigatu		
Phone number:	+ 251 115 157 600 / +251 927 620 252		
E-mail address:	reservations.addisababa@radissonblu.com ; henok.nigatu@radissonblu.com		
Direct link:	Agro Industry Forum March 2018		
Hotel website:	www.radissonblu.com		
Distance from airport (driving):	Approx. 7 minutes		
Distance from venue (driving):	Approx. 7 minutes		

HILTON ADDIS ABABA

No. of rooms offered:	142 rooms	Single	Double
Room rates:	114 King Guest Room	\$ 165	\$ 190
	20 Twin		\$ 190
	5 King Executive	\$ 253	\$ 279
	3 King Junior Suite	\$ 304	\$ 329
Contact person for reservation:	Anteneh Assefa		
Phone number:	+25115170000 Ext 734/878		
E-mail address:	addisababa_events@hilton.com ; anteneh.sertsewold@hilton.com		
Hotel website:	www.addisabab.hilton.com		
Distance from airport (driving):	Approx. 8 minutes		
Distance from venue (driving):	Approx. 8 minutes		

SHERATON ADDIS

No. of rooms offered:	Subject to availability		
Contact person for reservation:	Getachew Melese		
Phone number:	+251 11 517 1717		
E-mail address:	reservations.addisethiopia@luxurycollection.com		
Hotel website:	www.sheratonaddis.com		
Distance from airport (driving):	Approx. 12 minutes		
Distance from venue (driving):	Approx. 12 minutes		

GETFAM HOTEL

No. of rooms offered:	105 rooms	Single	Double
Room rates:	55 Standard	\$ 85	\$ 105
	34 Twin		\$ 105
	9 Junior Suite	\$ 120	\$ 140
	6 Suite	\$ 180	\$ 180
	1 Presidential Suite		
Contact person for reservation:	Biruk Daniel		
Phone number:	+251 16 673 175 / +251 911 569 148		
E-mail address:	eservations@getfamhotel.com ; birukdaniel@getfamhotel.com		
Hotel website:	www.getfamhotel.com		
Distance from airport (driving):	Approx. 15 minutes		
Distance from venue (driving):	Approx. 15 minutes		

CAPITAL HOTEL AND SPA

No. of rooms offered:	80 rooms	Single	Double
Room rates:	50 King single	\$ 164	\$ 194
	14 King twin		\$ 209
	16 King superior	\$ 214	\$ 244
Contact person for reservation:	Meron Afework		
Phone number:	+251 116 192 000 / +251 930 32 95 76 / +251 911 89 08 86		
E-mail address:	reservation@capitalhotelandspa.com ; mafework@capitalhotelandspa.com		
Hotel website:	www.capitalhotelandspa.com		
Distance from airport (driving):	Approx. 15 minutes		
Distance from venue (driving):	Approx. 15 minutes		

For any queries regarding accomodation, please contact:

Amal Seid

Flawless Events

E-mail: amal@flawlessevents.net / agroforum@moin.gov.et

Tel.: +251 966334445





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