CONCEPT NOTE

ON

THE PROPOSED

NATIONAL SCHOOL MILK CONFERENCE

9TH & 10TH SEPTEMBER 2015

NYALI INTERNATIONAL BEACH HOTEL

MOMBASA
1. OVERVIEW OF THE NATIONAL SCHOOL MILK CONFERENCE 2015

**THEME:** Milk in Schools: Realizing Nutritional and Economic Benefits in the Counties

**DATES:** 9th-10th September 2015

**VENUE:** NYALI INTERNATIONAL BEACH HOTEL - MOMBASA

**UNLEASHING THE POTENTIAL OF THE SCHOOL MILK PROGRAM IN KENYA**

*Total ECD population in all the 47 Counties - 1,700,000 Children +
Total volume to be consumed by the 47 Counties per day – 340,000 litres*

<table>
<thead>
<tr>
<th>Conference Hosts, Planning &amp; Coordination</th>
<th>KDB</th>
<th>Hosts and Coordination</th>
</tr>
</thead>
<tbody>
<tr>
<td>National Government</td>
<td>MoAL&amp;F</td>
<td>Cabinet Secretary</td>
</tr>
<tr>
<td>State Department of Livestock</td>
<td>Principal Secretary</td>
<td>1</td>
</tr>
<tr>
<td>State Department of Livestock</td>
<td>Director of Animal Production Deputy Director Dairy</td>
<td>1</td>
</tr>
<tr>
<td>State Department of Livestock</td>
<td>Director of Veterinary Services</td>
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<td>Ministry of Health</td>
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<tr>
<td>National Treasury</td>
<td>Principal Secretary</td>
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<td>Principal Secretary</td>
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<td>Director of Basic Education</td>
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<tr>
<td>State Department of Cooperatives</td>
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<table>
<thead>
<tr>
<th>47 County Governments</th>
<th>Department</th>
<th>Participant</th>
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<tbody>
<tr>
<td>Council of Governors</td>
<td>Chairman</td>
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<tr>
<td>County Assembly</td>
<td>Speaker</td>
<td>47</td>
</tr>
<tr>
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<td>Chief Officer</td>
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<tr>
<td>Education Department</td>
<td>Executive Secretary</td>
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</tr>
<tr>
<td>Agriculture Department</td>
<td>Chief Officer</td>
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<td>Agriculture Department</td>
<td>Executive Secretary</td>
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<tr>
<td>Health Department</td>
<td>Executive Secretary</td>
<td>47</td>
</tr>
<tr>
<td>Finance Department</td>
<td>Executive Secretary</td>
<td>47</td>
</tr>
</tbody>
</table>

| Dairy Industry Stakeholders | Milk Processing Companies | MD/Marketing Director | 30 |
| Milk Packaging Companies | MD/Marketing Director | 10 |
| Input Suppliers | MD/Marketing Director | 30 |
| Dairy Famers/Breeders | Farm Managers | 20 |
| Dairy Consultants | MD/Marketing Director | 10 |
| Dairy Development Partners | Country Directors | 20 |
| Dairy Financiers | MD/Marketing Director | 20 |
| Dairy insurers | MD/Marketing Director | 20 |
| Dairy Cooperatives | MD/Marketing Director | 20 |
| Food Fortification | MD/Marketing Director | 5 |

| Resource persons | Education Consultants | Consultants | 5 |
| Health & Nutrition | Consultants | 5 |
| Policy and partnerships | Consultants | 5 |

Total: 540
2. BACKGROUND INFORMATION ON THE KENYAN DAIRY INDUSTRY AND EDUCATION SECTOR

(a) Dairy industry in Kenya
Kenya has a vibrant dairy industry that plays an important socio-economic role in the lives of many Kenyans ranging from farmers to, processors, transporters, milk hawkers and consumers. The population of the dairy herd is currently estimated at 3.5 million (MoALF, 2013) while the annual milk production is approximately 5 billion litres.

(b) Overview of Primary School Education in Kenya
The main objective of primary school education is to cater for the total development of a child, including the physical, spiritual, social, and mental growth, brought about through formal and informal interaction with the parents and the community taking a leading role.

Free primary education (FPE) was introduced in 2003 as part of a strategy to achieve MDGs on Education. This resulted in a significant increase in enrollment from 5.9 to 7.2 million pupils. It is estimated that Kenya’s primary school enrolment rate is 86% for both boys and girls.

Under the devolved system of governance, early childhood education (ECD) has been fully devolved and is currently run and managed by the County Departments of Education in all the 47 Counties. Kenya has over 2.5 million children who are of school going age but only 1.7 are enrolled in ECD Centers run by the County Governments, Churches and or the private institutions.

(c) Kenya Dairy Board
Kenya Dairy Board is a state corporation established through an Act of Parliament, the Dairy Industry Act Cap 336 of the laws of Kenya. The mandate of the Board is to regulate, promote and develop the Kenyan Dairy Industry.

Under its promotional role, the Board has been promoting the re-introduction of a sustainable school milk program as a way of promoting performance in education and livestock sectors.

3. REVISITING THE NYAYO SCHOOL MILK PROGRAM

(a) Introduction
The first School milk programme in Kenya was started by the former president Daniel Arap Moi in 1979 and was fully funded by the government. It covered the whole country and provided milk to over 4.3 million pupils in 11,000 public primary schools 3 times a week for close to 19 years.

(b) Implementation strategy
Kenya Co-operative Creameries, as monopoly in milk processing and distribution, was contracted by the Government to process and pack milk for the program. Most of the milk, 80% was ultra-heat- treated and packed in 200 ml long life packs. The balance was pasteurized and packed in 200 ml packs mainly for the schools in urban areas.

The pasteurized milk was delivered directly to schools by KCC while the long life product was distributed through the infrastructure of the Ministry of Education.
(c) **Benefits realized from the program included:**
- Guaranteed market for Kenyan milk which greatly benefited dairy farmers
- Led to expansion of milk collection, cooling and processing capacity of KCC
- School attendance and general health of the children improved according to teachers.
- Instituted a culture of milk drinking hence the high per capita consumption in Kenya

(d) **Key challenges faced by the program**
The program was faced by several challenges which eventually led to its stoppage by government. These included;
- High and unsustainable costs
- Poor road infrastructure which affected distribution
- Heavy losses through spoilage
- Lack of capacity on proper handling and storage
- Poor accountability leading to losses and pilferage
- Lack of a clear implementation blue print

4. **STRATEGY TO RE-INTRODUCE A SUSTAINABLE SCHOOL MILK PROGRAM IN KENYA**

   (a) **Introduction**
Beginning 2005, the Kenya Dairy Board and several stakeholders started conceptualizing on how to re-introduce a sustainable school milk program in Kenya. The stakeholders included the Ministries of Livestock, Education and Health, Tetra Pak, New KCC, Kenya School Feeding Council, UNICEF, WFP and FAO among others. This initiative led to the development in 2006 of a concept for a Kenyan School Milk Program.

   (b) **Conceptualization and piloting**
In 2007 the School Milk Concept was piloted with the participation and support of Kenya Dairy Board, Tetra Pak, New K.C.C., Orion Marketing Solutions and the Kenya Private Schools Association among others. The milk was financed by parents in both private and public schools at subsidized rates. In poor areas, the milk was sponsored for free by various institutions.

   In the same year, a special brand for the program, known as “Pacoh” was developed, tested and adopted.

   In late 2008, the pilot study was successfully concluded and evaluated. The pilot proved that the School Milk Program could be successfully reintroduced in Kenya under a public-private partnership approach.

   (c) **Objectives of the school milk concept**
The objectives of re-introducing the school milk program in Kenya were to;
- Create a milk drinking culture.
- Improve the Nutritional Status of Targeted Children
- Increase Enrolments at Targeted Schools
- Raise the Attendance Levels at Targeted Schools
- Decrease the Number of Children Leaving the Targeted School Early
• Enhance the Academic Performance of Targeted Children
• Increase the Volume of milk processed in Kenya
• Increase Rural Employment as the Result of the Demand for Locally Produced milk
• Increase Employment along the dairy value chain and in the support services

(d) Key strategies and implementation approaches to ensure success of the school milk program

The school milk concept identified the following strategies and proposals to ensure sustainability and success of the program:
• Establishment of a National School Milk Trust Fund to mobilize resources and manage the program at the National level
• Establishment of County School Milk Trust Funds to mobilize resources and manage the program at the County level
• Tax waiver on milk and other inputs into the school milk program
• Cost sharing of the costs of the program between governments, sponsors and parents
• Introduction of a special levy by National and County Governments to support the school milk program
• Tax concessions by Government to lower costs of the program
• Strong National and County Government Policy on school milk program

(e) Key Milestones to date

Over 700 schools, with a population of over 250,000 pupils, have been directly recruited into the program. The Board has utilized this platform to promote the adoption of the concept by the County Governments.

Mombasa County has already adopted this concept and about 35,000 pupils in ECD and Lower Classes are currently covered by the Mombasa County School Milk Program every school day. The Board have initiated talks with several other counties including Meru, Murang’a, Bungoma, Kilifi, Busia, Nyandarua, Nyeri, Kwale, Kisumu and Siaya among others and the response so far is very positive as most of the Counties are in the planning stages to introduce some form of school feeding and school milk is likely to be considered as part of the County School Feeding Program.

(f) Implementation Strategies for the County School Milk Programs

The County based School Milk Programs, which will target over 1.7 million ECD pupils in 47 counties, will be promoted in phases. The promotion will focus on:
• Creating awareness on the importance of the school milk program to all the Counties
• Promoting adoption of the concept in all the 47 counties
• Promoting establishment of County School Milk Trust Funds (CSMTF) to mobilize resources and manage the program
• Promote establishment of sound policies and planning to support the development and sustainability of school milk in the Counties
• Developing partnerships and collaborations with various stakeholders for the purpose of developing and sustaining the school milk program in the Counties
• Capacity building of County staff on management of the School Milk Program
• Development and adoption of the National School Milk Program Implementation Manual

**IMPACT OF THE COUNTY SMP AND MILK REQUIREMENTS PER YEAR**

<table>
<thead>
<tr>
<th>NO OF CHILDREN IN ECD</th>
<th>1,700,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>COST PER PACK OF 200ML</td>
<td>20</td>
</tr>
<tr>
<td>PACKS PER DAY</td>
<td>1,700,000</td>
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<tr>
<td>LITRES PER DAY</td>
<td>340,000</td>
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<tr>
<td>LITRES PER WEEK</td>
<td>1,700,000</td>
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<tr>
<td>LITRES PER MONTH</td>
<td>6,800,000</td>
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<tr>
<td>LITRES PER TERM</td>
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<tr>
<td>LITRES PER YEAR</td>
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<tr>
<td>TOTAL PACKS PER YEAR</td>
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</tr>
<tr>
<td>TOTAL SALES PER YEAR (KSHS)</td>
<td>6,120,000,000</td>
</tr>
</tbody>
</table>

5. **THE KENYA NATIONAL SCHOOL MILK CONFERENCE 2015**

(a) **Introduction**
The Kenya Dairy Board in collaboration with the State Department of Livestock, are planning to hold the first ever Kenyan National School Milk Conference targeting all the 47 County Governments of Kenya.

(b) **Proposed venue and dates**
This will be a two days Conference that is scheduled for the 9th and 10th September 2015 at the Nyali International Beach Hotel - Mombasa.

(c) **Proposed theme**
“Milk in Schools: Realizing Nutritional and Economic Benefits in the Counties”

(d) **Objectives**
The overall objective of the conference is to promote the adoption of school milk at County and National levels. The specific objectives include:

• To Initiate debate on the introduction of milk in schools in all the 47 Counties in Kenya
• Share experiences and lessons on successful SMPs from across the world with a view to identifying workable strategies and to generate ideas on how school milk programs could be implemented and sustained in all the Counties. Key note presentations will be made by professional Nutritionists, School Milk Program Experts, Dairy Industry Stakeholders and
international Speakers and Delegates from some of the successful school milk programs from across the world.

- Create a platform for the Dairy Industry to network and engage with the County Governments through the Executive Secretaries of Education, Health, Agriculture and Finance regarding the benefits of School Milk Programs and the importance of partnerships between the County Governments and the Dairy Industry in ensuring the establishment and the economic viability and sustainability of the School Milk Programs in Kenya.

(e) Participants
The Conference will primarily target the County Assembly Speakers, County Executive Secretaries in charge of Education, Agriculture, Health and their Chief Officers who are responsible for legislative, policy and decision making in all the 47 Counties.

At the National level, the Cabinet Secretaries in charge of Education, Livestock, Health and Finance will also be invited.

Other participants will include:
- Milk processors
- Milk packers
- Milk producers and input suppliers
- Kenya Primary Schools Head Teachers Association (KPSHA)
- Kenya Private Schools Association (KPSA)
- Kenya Private Sector Alliance (KEPSA)
- Consumer Federation of Kenya (COFEK)
- Service providers such as Banks, Insurance, Machinery, Transport, Media Outlets, etc
- Research institutions
- Civil society
- Development partners such as UNICEF, FAO, WFP, USAID, UNDP, DFID, World Bank, Land-O-Lakes, SNV, GIZ, UKAID, DANIDA, IFAD, EU, etc.

(f) Expected outputs
It is expected that the conference will have the following outputs:

- Awareness creation to the senior officials responsible for legislative, policy and decision making in all the 47 Counties and also at the national Government on the importance and benefits of the School Milk Program
- Enrichment of the School Milk Concept from the deliberations of the conference to enhance viability and sustainability
- Adoption of School Milk by the 47 counties

A successful school milk program in Kenya will lead to many positive benefits for children and the society as a whole including:

- Improved nutritional and health status of school going children
- Improved academic performance of school children
- Increased school enrolment, improved classroom attendance and retention in school
- Creation of a milk drinking culture amongst the school going children
- Increased development of the dairy industry from milk production to processing
- Enhanced partnerships & collaborations within and without the Dairy Industry
- Improved livelihoods for all including Dairy farmers who will benefit from a more expansive market for their milk.

**Conference topics to include**

The key topics to be covered during the conference include the following among others:

- An overview of the School Milk Programs in Kenya and abroad
- Impact of the School Milk Programs
- An overview of the Dairy Industry and Dairy Production and Development
- Models of implementing a School Milk Program
- Activation, Implementation, Management, Funding, Monitoring, Evaluation, Documentation, and Promotion of School Milk Programs
- Availability of Milk, Quality, Processing, Packaging, Distribution, Consumption, Waste management and Emergency protocols
- Partnerships, Policy alignments, Strategic plans, Procurement and Finance Controls
- Sustainability of School Milk Programs in the Counties (County School Milk Trust Funds)

**Sponsorship Packages**

The Kenya National School Milk Conference and Exhibition will bring together Senior National and County Government Officials responsible for Legislative, Policy and Decision Making in all the 47 Counties of Kenya.

Corporate Executives, Development Agencies, Education and Dairy Stakeholders are expected to attend the two day conference in Mombasa. Over 500 Senior County and National Government Officers, Senior Corporate and Civil Society Executives will attend the first ever Kenyan National School Milk Conference to chat the way forward regarding the future of SMP and the Dairy Industry in Kenya.

This will be a great opportunity to Meet, Connect, Network, and do business with the County Governments.

**The conference will facilitate:**

- Face-to-face meetings with Chief Officers and Executive Secretaries of Education, Health, Agriculture, Finance and County Assembly Speakers from all the 47 Counties under one roof
- High-Level Leadership Networking Opportunity
- Exceptional brand exposure to over 500 Senior National and County Government Officials and Corporate Executives
- Extensive brand recognition and coverage in all our communication materials and online

The Board is looking for sponsors to meet the costs of the conference budget of Kenya Shillings **9,975,000**. Various sponsorship packages are available as detailed below.
PLATINUM - Amount of sponsorship - Kenya Shillings 2,000,000

- Free Exhibition Booth
- Acknowledgement by the Guest Speakers as main sponsor
- Two key presentations relating to your selected sector/product during the conference
- Banners in the Front of Conference venue- Main Focus
- Name in all media advertisements and press releases
- Signature (Name / Logo) in the Conference Booklet
- Company Brochure in the participants folders
- Name/Logo in the Conference Report
- Recognition in being associated with other key participants from both private and public in the Kenya dairy sector for participating in the Kenya National School Milk Conference
- Maximum media exposure through media coverage of event on local media
- Two full pages (Back cover and inside) color advertisement or write-up in the conference program booklet
- Seven (7) complimentary delegates to attend the event, Cocktail and Dinner
- Appearance in the publicity documentary to be aired on television before the Conference
- Recognition during the presidential opening ceremony of the conference and exhibition.
- On screen acknowledgement prior to the commencement of all conference sessions
- Recognition during media events
- Up to 5 rollup banners in the conference room
- Up to 5 roll-up/tear drop banners at the compound during the event.

MEDIA SPONSOR - Amount of sponsorship - Kenya Shillings 1,600,000

Enjoy recognition at the opening ceremony of the first National School Milk Conference and Exhibition as the Media Sponsor. Only one slot is available with the following accruing benefits;

- Free Exhibition Booth
- Acknowledgement by the Guest Speakers as media sponsor
- One key presentations relating to your selected sector/product during the conference
- Banners in the Front of Conference venue- Main Focus
- Name in all media advertisements and press releases
- Signature (Name / Logo) in the Conference Booklet
- Company Brochure in the participants folders
- Signature(Name/Logo) in the Conference Report
- Recognition in being associated with other key participants from both private and public in the Kenya dairy sector for participating in the Kenya National School Milk Conference
- Maximum media exposure through media coverage of event on local media
- Two full pages color advertisement or write-up in the conference program booklet
- Six (6) complimentary delegates to attend the event, Cocktail and Dinner
- Appearance in the publicity documentary to be aired on television before the Conference
- Recognition during the presidential opening ceremony of the conference and exhibition.
- Recognition as the “Official Media Partner” Branding of the Media Lounge
- Interview with Key VIP’s in the Media Lounge
- On screen acknowledge prior to the commencement of all conference sessions
- Recognition during media events
- Up to 4 rollup banners in the conference room
- Up to 4 roll-up/tear drop banners at the KICC compound during the event.
**GOLD - Amount of sponsorship - Kenya Shillings 1,000,000**

- Free Exhibition Booth
- One key presentation relating to your selected sector/product during the conference
- Banners in the side of the venue - Main Focus
- Free corporate table
- Signature (Name / Logo) in the Conference Booklet
- Company Brochure in the participants folder
- Name/Logo in the Conference Report
- Recognition in being associated with other key participants from both private and public in the Kenya dairy sector for participating in the Kenya National School Milk Conference
- Maximum media exposure through media coverage of event on local media
- One full (inside page) color advertisement or write-up in the conference program booklet
- Five (5) complimentary delegates to attend the event, Cocktail and Dinner
- Appearance in the publicity documentary to be aired on television before the Conference
- Recognition during the presidential opening ceremony of the conference and exhibition.
- Recognition during media events
- Up to 3 rollup banners in the conference room
- Up to 3 roll-up/tear drop banners at the compound during the event.

**DIAMOND - Amount of sponsorship - Kenya Shillings 500,000**

- Name / Logo in the Conference Booklet
- Company Brochure in the participants folder
- One presentation relating to your selected sector/product during the conference
- Free exhibition booth
- Signature (Name/Logo) in the Conference Report
- Recognition in being associated with other key participants from both private and public in the Kenya dairy sector for participating in the Kenya National School Milk Conference
- Maximum media exposure through media coverage of event on local media
- One full inside page color advertisement or write-up in the conference program booklet
- Four (4) complimentary delegates to attend the event, Cocktail and Dinner
- Appearance in the publicity documentary to be aired on television before the Conference
- Recognition during the presidential opening ceremony of the conference and exhibition.
- Recognition during media events
- Up to 2 rollup banners in the conference room
- Up to 2 roll-up/tear drop banners at the compound during the event.

**DELEGATES BAGS SPONSOR - Amount of sponsorship - Kenya Shillings 600,000**

This package is open to an organization that is willing to sponsor the printing of delegate’s bags for the first Kenyan National School Milk Conference and Exhibition. Only one slot is available with the following accruing benefits;

- One presentation relating to your selected sector/product during the conference
- Name / Logo in the Conference Booklet
- Company Brochure in the participants folder
- Free exhibition booth
- Full inside page color advertisement or write-up in the conference program booklet
Media exposure through media coverage of event on local media
Four (4) complimentary delegates to attend the event, Cocktail and Dinner
Sponsors logo prominently in the front of the bag
Appearance in the publicity documentary to be aired on television before the Conference
Recognition during media events
Up to 2 rollup banners in the conference room
Up to 2 roll-up/tear drop banners at the compound during the event.

COCKTAIL PARTY SPONSOR - Amount of sponsorship - Kenya Shillings 500,000

This package is open to an organization that is willing to host the Delegates Meet and Great Cocktail Party. Only one slot is available with the following accruing benefits;

- One presentation relating to your selected sector/product during the conference
- Name / Logo in the Conference Booklet
- Company Brochure in the participants folder
- Free exhibition booth
- Full inside page color advertisement or write-up in the conference program booklet
- Media exposure through media coverage of event on local media
- Four (4) complimentary delegates to attend the event, Cocktail and Dinner
- Signature branding of the Cocktail venue
- Appearance in the publicity documentary to be aired on television before the Conference
- Opportunity to give a speech at the Cocktail
- Recognition during media events
- Up to 2 rollup banners in the conference room
- Up to 2 roll-up/tear drop banners at the compound during the event.

DELEGATES BADGES SPONSOR - Amount of sponsorship - Kenya Shillings 180,000

Capture the attention of thousands as Delegates wear your company’s name and colours around their necks and are seen throughout the entire event. This vital marketing item will be offered to each and every delegate.

- Exclusive branding of lanyards and logo in badge
- Name / Logo in the Conference Booklet
- Company Brochure in the participants folder
- Free Corporate table
- Half inside page color advertisement or write-up in the conference program booklet
- Media exposure through media coverage of event on local media
- Two (2) complimentary delegates to attend the event, Cocktail and Dinner
- Recognition during media events
- Up to 1 rollup banners in the conference room
- Up to 1 roll-up/tear drop banners at the compound during the event.

DINNER SPONSOR - Amount of sponsorship - Kenya Shillings 820,000

This package is open to an organization that is willing to host the Delegates Meet and Great Dinner Party. Only one slot is available with the following accruing benefits;

- One presentation relating to your selected sector/product during the conference
 ✓ Name / Logo in the Conference Booklet
 ✓ Company Brochure in the participants folder
 ✓ Free exhibition booth
 ✓ Full inside page color advertisement or write-up in the conference program booklet
 ✓ Media exposure through media coverage of event on local media
 ✓ Five (5) complimentary delegates to attend the event, Cocktail and Dinner
 ✓ Signature branding of the Dinner venue
 ✓ Appearance in the publicity documentary to be aired on television before the Conference
 ✓ Opportunity to give a speech at the Dinner
 ✓ Recognition during media events
 ✓ Up to 2 rollup banners in the conference room
 ✓ Up to 2 roll-up/tear drop banners at the compound during the event.

**WRITTING PADS & PENS SPONSOR - Amount of sponsorship - Kenya Shillings 280,000**

Extend your brand during the School Milk Conference by having your company logo on notepads and pens that are handed out to all Delegates participating in the conference.

 ✓ Exclusive branding of the pads and pens
 ✓ Name / Logo in the Conference Booklet
 ✓ Company Brochure in the participants folder
 ✓ Free Corporate table
 ✓ Half inside page color advertisement or write-up in the conference program booklet
 ✓ Media exposure through media coverage of event on local media
 ✓ Three (3) complimentary delegates to attend the event, Cocktail and Dinner
 ✓ Recognition during media events
 ✓ Up to 1 rollup banners in the conference room
 ✓ Up to 1 roll-up/tear drop banners at the compound during the event.

**EXHIBITION BOOTHS - Amount of sponsorship - Kenya Shillings 70,000**

Extend your brand during the School Milk Conference by having your company showcase your range of products and services to the delegates participating in the conference.

 ✓ Exclusive branding of your booth
 ✓ Company Brochure in the participants folder
 ✓ Free Corporate table
 ✓ Two (2) complimentary tickets for your staff to attend the event, Cocktail and Dinner
 ✓ Recognition during media events
 ✓ One rollup banners in the conference room
 ✓ One roll-up/tear drop banners at the KICC compound during the event.
 ✓ 3 Booth staff badge

**Advertisement**

**Advertisement in the Kenya National School Milk Conference and Exhibition program booklet**

1. Back page Kenya Shillings 60,000
2. Inside page Kenya Shillings 35,000
3. Inside Front/Back page Kenya Shillings 45,000
4. Half page 25,000
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<th>Items Description</th>
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<th>Unit</th>
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<td>50,000</td>
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<td>Lump Sum</td>
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<td>Dinner Party</td>
<td>Dinner</td>
<td>600</td>
<td>Lump Sum</td>
<td>-</td>
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<td>Facilitators accommodation and allowances</td>
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<td>2 days</td>
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<td>Allowances</td>
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<td>Accommodation for International presenters</td>
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<td>2 days</td>
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<tr>
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<td>Local transport</td>
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<tr>
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<td>Return air ticket</td>
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<td>Event coordination and management</td>
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<tr>
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<td>Communication</td>
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<td>Courier services</td>
<td>700</td>
<td>Letters</td>
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<tr>
<td>Security</td>
<td>Security/Police</td>
<td>10</td>
<td>2 days</td>
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<td>Promotional Items</td>
<td>Polo T-Shirts</td>
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<td>Pieces</td>
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<td>Delegates’ Badges</td>
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<td>Pieces</td>
<td>300</td>
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<tr>
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<td>Conference Bags</td>
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<td>Banners</td>
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<tr>
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<td>TV &amp; Print</td>
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<tr>
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<td>Medics</td>
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<td>Other items</td>
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<td>Lump Sum</td>
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<td><strong>GRAND TOTAL</strong></td>
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