

AFRICA FOUNDATIONAL LEARNING EXCHANGE 2026

15–17 July 2026 | Lilongwe, Malawi

EXHIBITION GUIDELINES FOR PARTNERS

June 2026

1. Introduction

The Africa Foundational Learning Exchange 2026 (FLEX2026) is a pan-African ministerial summit co-organised by the Association for the Development of Education in Africa (ADEA) and the Government of Malawi through the Ministry of Education, Science and Technology (MoEST). It will be held from 15 to 17 July 2026 at the Bingu Wa Mutharika International Convention Centre (BICC), Lilongwe, Malawi.

FLEX2026 will convene approximately 500 participants, including 34 Ministers of Education, senior government officials, development partners, multilateral organisations, researchers, and practitioners from over 37 African countries. The summit is held under the theme:

“From Commitments to Results: Delivering Foundational Learning at Scale”

As part of the summit programme, FLEX2026 will host a dedicated Exhibition Space open to partners, sponsors, and participating organisations. The Exhibition is a unique opportunity to put innovative solutions, research, tools, and policy achievements in front of the highest concentration of African education ministers and senior practitioners in one place.

2. Purpose and Scope of the Exhibition

The FLEX2026 Exhibition serves two complementary purposes:

2.1 Policy Gallery

The Policy Gallery is a space for partners to showcase innovative foundational learning methodologies, policy frameworks, and country-level initiatives that have produced measurable results in reducing learning poverty. Exhibitors in this dimension are expected to tell the story of what worked, at what scale, and with what evidence.

The Policy Gallery is particularly suited to:

- National governments and ministries presenting systemic reform outcomes
- Development partners and multilateral organisations showcasing flagship programmes
- Research institutions presenting evidence and evaluation findings
- Civil society organisations highlighting community-level impact

2.2 Materials, Tools and Technology Space

The Materials, Tools and Technology Space is designed to showcase the instruments, technologies, and learning resources that are demonstrably addressing learning poverty at the classroom, school, or system level. Exhibitors in this dimension present their solutions to an audience of decision-makers who are in a position to adopt and scale them.

This space is suited to:

- EdTech companies and solution providers
- Publishers and learning materials developers

- Assessment and data tools providers
- Teacher support and professional development platforms

Note: Partners are free to straddle both dimensions within a single booth. A single booth space accommodates exhibitors who wish to combine policy storytelling with a demonstration of tools or materials.

3. Venue and Exhibition Layout

The Exhibition will be installed in the Blue Roof Quadrangle within the Umodzi Park complex at the Bingu Wa Mutharika International Convention Centre — the open-air covered courtyard situated between the two main conference buildings. This location ensures that the Exhibition is an organic part of the summit experience, accessible to all participants throughout the event.

Guest of Honour Tour: The Guest of Honour is expected to conduct a formal tour of the Exhibition Space following the High-Level Opening Ceremony on Day 2 (16 July 2026). This is a significant visibility moment for exhibitors and represents direct engagement with heads of state or government-level representation. Exhibitors are expected to have a designated spokesperson present and ready to give a brief presentation during the tour.

Exhibition Hours: The Exhibition will be open to all summit participants throughout the event, including during official session breaks and lunch periods. Exhibitors are strongly encouraged to ensure a representative is present at their booth during all peak traffic periods.

Setup and Access: Exhibitors will be granted access to the venue for booth setup on Day 0 (14 July 2026). The detailed setup schedule and access instructions will be communicated by the Exhibition Focal Point to confirmed exhibitors in advance of the event. Booths must be fully set up and ready for inspection by the close of Day 0. Breakdown of booths shall take place after the closing of the Exhibition on Day 3 (17 July 2026) and must be completed within the timeframe communicated by the organisers.

4. Booth Specifications and Inclusions

Each exhibition booth is a standard 9 square metre (3 metres x 3 metres) space enclosed in an aluminum frame structure. The following items are included in the booth fee:

Item	Details
Booth Space	9 m ² (3 m x 3 m), aluminum frame enclosure
Branding	Custom-branded panels using partner’s approved artwork
Furniture	1 table, 2 chairs
Display Screen	1 LED screen for multimedia presentations
Cooling	1 industrial fan or air cooler unit
Electrical Supply	Standard power supply connection to booth (1 outlet)
Booth Fee	USD 1,800 per booth (flat rate, inclusive of above)

Additional Items: Exhibitors who require supplementary furniture, additional screens, extra electrical outlets, printed materials, or any items beyond the standard package may request these through the Exhibition Focal Point. All additional requests will be costed and invoiced separately. No additional items will be supplied without prior written confirmation of cost and payment.

5. Expression of Interest and Registration

Interest in an exhibition booth must be formally expressed. The process is as follows:

1. Submit your Expression of Interest (EOI) by completing the exhibition registration form available at flex2026.adeanet.org or by contacting the Exhibition Focal Point directly. Your EOI should indicate: the name of your organisation, your preferred exhibition dimension (Policy Gallery, Materials/Tools, or both), and a brief description of what you intend to exhibit.
2. On receipt of your EOI, the Exhibition Focal Point will acknowledge your interest, confirm availability of a booth, and issue a proforma invoice for payment.
3. Payment of USD 1,800 constitutes formal reservation and validation of your exhibition booth. A booth is not reserved until payment is received and confirmed. Booth allocation will be done on a first-paid, first-confirmed basis.
4. Once payment is confirmed, the Focal Point will issue a booking confirmation and onboard you into the setup process.

Important: The number of exhibition booths is limited. Partners are strongly encouraged to express interest and complete payment at the earliest opportunity to secure their space. FLEX2026 organisers reserve the right to close registrations once capacity is reached.

6. Artwork and Branding Requirements

Each booth will be custom-branded with the partner's own artwork and identity. To ensure timely production, exhibitors must submit their artwork according to the following requirements:

6.1 What to Submit

- Your organisation's logo in high resolution (minimum 300 dpi, PNG or EPS format with transparent background)
- Booth panel artwork files in the correct dimensions provided by the Focal Point (to be supplied on booth confirmation)
- Any specific messaging, taglines, or key visuals to be featured on the booth panels
- Colour codes (CMYK or Pantone) for brand consistency in print production

6.2 File Format and Submission

- All artwork files must be submitted in print-ready format: PDF (high resolution, press quality), AI (Adobe Illustrator), or EPS
- Files must be supplied at the correct scale and bleed settings specified in the production brief issued by the Focal Point
- Artwork must be submitted to the Exhibition Focal Point by the deadline communicated on booth confirmation, and no later than [DATE TO BE CONFIRMED]

Late Artwork Submission: Artwork submitted after the confirmed deadline may result in delayed branding production. FLEX2026 organisers cannot guarantee full branded booth installation for late submissions. Where artwork is not received in time, a placeholder branding may be applied at the discretion of the organisers.

7. Payment Terms and Refund Policy

7.1 Payment

Payment of booth fees must be made in US Dollars (USD). Payment details, including bank transfer instructions and reference requirements, will be provided in the proforma invoice issued by the Exhibition Focal Point. Exhibitors are responsible for any bank charges or transaction fees associated with the transfer.

A booth reservation is only confirmed upon receipt of cleared funds. Organisations are advised to initiate payment promptly, particularly given bank processing timelines across jurisdictions.

7.2 Refund Policy

Booth fees are non-refundable once paid, except in the following circumstances:

- The FLEX2026 exhibition is cancelled by the organisers for reasons of force majeure
- The organisers are unable to accommodate a confirmed booth reservation due to venue constraints

In all other cases, including partner-initiated withdrawal, fees will not be refunded. Partners who withdraw after confirmation will forfeit their booth fee.

8. Exhibitor Responsibilities

By confirming a booth, exhibitors agree to the following:

8.1 Staffing

- Each exhibitor is responsible for providing at least one designated representative to manage and present from their booth throughout the summit
- Exhibitors are expected to have a spokesperson available and briefed for the Guest of Honour tour on Day 2
- Booth representatives must be registered FLEX2026 participants

8.2 Content Standards

- All exhibited content must be directly relevant to foundational learning, education quality, or the broader learning poverty agenda
- Commercial promotional content that is not tied to an education or development purpose is not permitted
- Exhibitors must not engage in unsolicited canvassing or distribution of materials in the corridors, plenary areas, or spaces outside their designated booth

8.3 Booth Conduct and Safety

- Exhibitors must not exceed their designated 9 m² space with displays, furniture, or materials
- Noise levels from screens or presentations must be kept to a level that does not disturb adjacent booths
- No open flames, combustible materials, or unapproved electrical equipment may be used within the booth

- All electrical installations must comply with venue regulations

8.4 Security and Valuables

- Exhibitors are responsible for the security of their materials, equipment, and assets at all times
- FLEX2026 organisers and the venue do not accept liability for loss of or damage to exhibitor property
- Overnight storage within the exhibition space is at the exhibitor's own risk; the organisers will endeavour to ensure the exhibition area is secured overnight but cannot guarantee 24-hour staffed security

8.5 Setup and Breakdown

- Exhibitors must complete setup within the timeframe designated on Day 0 (14 July 2026)
- Breakdown must be completed within the timeframe communicated for Day 3 (17 July 2026)
- Any materials or equipment left after the official breakdown deadline may be disposed of by the venue without liability

9. Exhibition Focal Point

All enquiries, EOI submissions, payment arrangements, artwork submissions, and logistical coordination for the exhibition are to be directed to the designated Exhibition Focal Point, who works in close collaboration with the FLEX2026 event coordination team.

The Exhibition Focal Point is the single point of contact for all exhibitor needs from expression of interest through to post-event breakdown. Partners should not submit enquiries or materials to any other contact unless explicitly directed to do so.

Name	[TO BE CONFIRMED]
Organisation	FLEX2026 / ADEA Event Coordination
Email	[TO BE CONFIRMED]
Phone / WhatsApp	[TO BE CONFIRMED]

10. Key Deadlines

The following deadlines apply to all exhibition registrations. Deadlines will be strictly enforced given the logistics and production lead times involved.

Milestone	Deadline
Expression of Interest submission	7th July, 2026
Payment of booth fee (USD 1,800)	10th July 2026
Submission of booth artwork files	10th July, 2026
Confirmation of additional items requests	8th July 2026
Exhibitor access for setup (Day 0)	14 July 2026
Guest of Honour Tour	16 July 2026 (post-Opening)

11. Summary: How to Participate

To exhibit at FLEX2026, partners should follow these steps:

5. Contact the Exhibition Focal Point or complete the online registration form to express interest
6. Receive and review a proforma invoice for USD 1,800
7. Complete payment to confirm and reserve your booth
8. Receive booth confirmation and production brief from the Focal Point
9. Submit artwork files by the confirmed deadline
10. If applicable, request and confirm any additional items
11. Arrive on Day 0 (14 July) to set up your booth
12. Participate in the Guest of Honour tour on Day 2 (16 July) and engage with summit participants throughout
13. Complete breakdown on Day 3 (17 July) within the designated timeframe