

# APPLICATION FORM

## Sponsors & Exhibitors to please complete and return to:

Turners Conferences for attention Catherine Taylor

Tel: +27 31 3688000 | Fax: +27 31 3686623 | Email: Catherinet@turnergroup.co.za

Company Details										
Company										
Contact Person					Position					
VAT Number										
Address							Zip Code			
City			State					Country		
Cell Number				Office Telephone						
Email										
Sponsorship Levels										
Gold Sponsor			Silver Sponsor				Bronze Sponsor			
Exhibit Space										
Stand Number/s	1 <sup>st</sup> Choice		2 <sup>nd</sup> Choice			3 <sup>rd</sup> Choice				
Sponsorship of Social Events and Catering										
Welcome Reception		Congress Party			Catering					
Sponsorship Opportunities										
Congress Bags		Congress Lanyards		Breakfast Symposium		Pocket Programme				
E-Posters		Keynote Speaker		Information Wall		Plenary Session				
Speaker Prep Room		Registration Counter Branding		Pre Congress Instructions		Congress Bag Insert				
Bookmark		Congress Pens		Congress Pads		Session Branding				
Delegate Gift		Other (specify):								
Advertisements in Final Programme										
Inside Full Page		Inside Half Page								
ORDER SECTION										
Sponsor Value		R		Exhibitor Value		R		Advertising Value		R
Sub Total		R		Add 14% VAT		R		Grand Total		R
I/we am aware of the financial and administrative conditions for Sponsors and Exhibitors and I/we agree to abide by those conditions.										
Signature										
Name					Date					

### Bank Transfers:

Turners Conferences and Convention (Pty) Ltd, ABSA Bank, Durban Branch, Account No. 4660124050

Payment of 50% of the total Sponsor / Exhibitor value selected must accompany this form to secure the booking.

The remaining 50% by 1 October 2016. Requested deviations from this plan can be discussed.

# TERMS & CONDITIONS OF APPLICATION

## Exhibition Policy

- Exhibition space will only be confirmed once the exhibitor's application form has been completed and payment has been received in full
- Exhibition space is allocated on a first come first serve basis
- All exhibitors will be given a shell scheme stand. If you wish to build a custom stand, you are requested to notify the organisers
- All custom stand builders are required to submit stand designs and plans for sign off by the organisers and safety officer

## Terms of Payment

- 50% non refundable deposit invoice will be issued on receipt of Application Form and Contract
- Final balance invoice will be issued 1 October 2016
- All invoices must be settled within 30 days, non-receipt of payments may result in release of reserved items  
All monies must be received before the start of the congress. Exhibitors will not be allowed to set up if money is outstanding

## Cancellation Policy

All cancellations must be made in writing to the Congress Organiser and the following cancellation policy will be enforced:

- 50% of the contract price if cancellation is received up until 4 months before the start of the Congress
- 100% of the contract price is due if cancellation is received less than 4 months before the start of the Congress

## Exhibition Layout

The Organisers reserve the right to change the exhibition floor layout if necessary. The Organisers reserve the right in unforeseen circumstances to amend or alter the exact site of the location of the exhibition and/or stand and the Exhibitor undertakes to agree to any alteration to the site or the space re-allocated by the Organisers.

## Liability

The Organisers accept no responsibility for any damages if the sponsored event is not performed because of any obstacle or hindrance outside the control of the Organisers, which the Organisers could not reasonably have foreseen when signing this contract and which the Organiser could not have avoided at a reasonable effort or cost.

Such obstacles and hindrances include, but are not limited to, the outbreak of war, civil riots, governmental or other obstacles for the freedom of travel, union actions, natural disasters, fire, flooding and any other circumstances that fall within the meaning of the above.