



22<sup>nd</sup> Biennial International Congress & Exhibition  
3 – 6 September 2017

## SPONSOR & EXHIBITOR APPLICATION FORM

Please complete and return to: Turners Conferences: Attention Catherine Taylor:  
Tel: +27 31 3688000: Fax: +27 31 3686623: Email: [Catherinet@turnersconferences.co.za](mailto:Catherinet@turnersconferences.co.za)

Company Details									
COMPANY:									
Contact Person:					Email:				
VAT Number:									
Address:							Zip code:		
City:				State:			Country:		
Cell Number:				Office Telephone:					
Sponsorship of Events									
Opening Cocktail Event:		Congress Banquet:							
Sponsorship Opportunities									
Main Auditorium (Halls A & B):		Auditorium (Hall C):			Bookmark:		Branded Sessions (Rooms 10 or 11):		
Congress Bags:		Ingredient/ Product Showcase:			Lanyards:		Literature / Sample Insert:		
Lunch- 4 <sup>th</sup> , 5 <sup>th</sup> or 6 <sup>th</sup> Sept :		Name Badges:			Poster Display Area:		Registration Desk:		
Signage in Foyer:		Speaker Sponsorship:			Stationery:		Lunch- 4 <sup>th</sup> , 5 <sup>th</sup> or 6 <sup>th</sup> Sept :		
Tea/ Coffee 4 <sup>th</sup> Sept AM or PM		Tea/ Coffee 5 <sup>th</sup> Sept AM or PM			Tea/ Coffee 6 <sup>th</sup> Sept AM or PM				
Other opportunities:									
Development Grants and Donations									
Travel Grants for African Scientists:					Educational Grants for Student Delegates				
Advertisements in Final Programme									
Back Cover:		Inside Back Cover:			Half Page		Full Page:		
Fascia name									
Exhibit Space									
Booth No/s	1 <sup>st</sup> Choice			2 <sup>nd</sup> Choice			3 <sup>rd</sup> Choice		
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 to: Turners Conferences and Convention Pty Ltd- SAAFoST Congress, First National Bank Durban Branch, Branch Code 221426, Account No. 6237 432 2809 Payment of 25% after acceptance of invoice. 25% is due by 1 <sup>st</sup> November 2016. The remaining 50% by 2 <sup>nd</sup> April 2017. Requested deviations from this plan can be discussed.									

Terms and Conditions of Application and Contract:

### **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:**

- 25% deposit of the invoice will be issued on receipt of Application Form and Contract
- 25% deposit of the invoice to be paid on or before 1<sup>st</sup> November 2016
- The balance of 50% to be paid on or before 2<sup>nd</sup> April 2017.
- All invoices must be settled within 30 days of the dates above, non-receipt of payments may result in release of reserved items

### **Cancellation Policy:**

- All cancellations must be made in writing to the Congress Secretariat and the following cancellation policy will be enforced:
- 10% of the contract price if cancellation is received up until 4 months before the start of the Congress
- 50% of the contract price if cancellation is received up until 3 months before the start of the Congress
- 100% of the contract price if cancellation is received less than 2 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.