



EXHIBITOR REGISTRATION MANUAL

SAAMA CONFERENCE 2017

5-7 June 2017 | The Lord Charles NH Hotel, Cape Town

ABOUT THE SAAMA CONFERENCE

SAAMA is dedicated to the development of physical asset management in Southern Africa. As part of this drive, education and knowledge sharing is offered to individuals in the industry to further develop their own skills and understanding of asset management. Apart from roundtable sessions and workshops, meaningful discussion is also stimulated during networking sessions. The SAAMA conference is the flagship event at which these activities can take place.

It is SAAMA's endeavour to offer members and industry with information on the latest developments and best practices in asset management. The conference topic is selected with input from industry to ensure that current challenges are addressed whilst incorporating the latest global trends and best practices.

WHY EXHIBIT?

- ♦ Generate new leads while interacting with existing and potential clients
- ♦ Launch new products and services
- ♦ Increase company and product brand awareness within the industry
- ♦ Network with leading industry figures and occupational risk management professionals

WHAT MAKES THIS EVENT DIFFERENT?

- ♦ Active participation of industry leaders
- ♦ Exclusive keynote addresses from various representatives
- ♦ Contributions from international associations and organisations
- ♦ Facilitates the establishment of partnerships between major role players in the industry
- ♦ Creates general awareness through interactive sessions, networking and media coverage, and international awards

VISITOR PROFILE

This event will provide a platform for asset management, maintenance and reliability engineers, as well as CEOs, MDs and CFOs to network, learn and benchmark. It is always best to bring a number of people from one company to ensure that all are in synergy on taking the learnings and applying them to the benefit of the organisation.

VERY IMPORTANT INFORMATION FOR EXHIBITORS

- ♦ Marketing of your organisation or product is limited to your stand space. Under no circumstances will SAAMA allow any marketing material from organisations on the premises of Lord Charles Hotel. This includes, but is not limited to, banners set up at Lord Charles Hotel; flyers in public spaces; stickers on cars; or promotional gifts placed in and around venues.
- ♦ Any activity, competition, promotion or event hosted by exhibitors are the responsibility of the exhibitor. SAAMA and its contracted suppliers (photographers, the MC, etc) are not in a position to get involved with such events taking place at any point during SAAMA CONFERENCE.
- ♦ SAAMA would like to highlight that there will not be any public lucky draws at each stand taking place due to the time constraints on the event programme.

EXHIBITOR REGISTRATION RATE

STANDARD EXHIBITOR REGISTRATION:

- ♦ Exhibitor Registration, excluding accommodation R22,300.00 (excl. VAT)

The cost per stand includes the following:

- ♦ Exhibitor walls, based on a 3mx2m or 3mx3m configuration
- ♦ Fascia board – colour to be standard and according to event branding
- ♦ Company name on fascia board (no logos; a maximum of 20 letters)
- ♦ 15 Amp power point with a standard dB board
- ♦ 1 x double fluorescent light
- ♦ 2 x chairs
- ♦ 1 x table



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SAAMA CONFERENCE 2017 – EXHIBITOR BOOKING FORM

Please read the exhibitor's information for full details, including what the cost includes and the terms and conditions, before completing this form. Return the completed registration form via email to info@saamaconference.org.za.

CONTACT DETAILS

Company Name:	
Contact Person:	
Postal Address:	
Telephone:	
Mobile Number:	
Email Address:	
Dietary Requirements:	None Kosher Halaal Vegetarian Diabetic Allergies:

EXHIBITOR REGISTRATION

* Registration fee includes documentation, evening events, conference meals, attendance to all presentations and exhibition. Please indicate your preferred registration option by placing an X in the appropriate block below. Note that all prices exclude VAT.

STANDARD EXHIBITOR REGISTRATION PACKAGE (EXCL VAT)

Standard Exhibitor Registration, excluding accommodation	R 22,300.00
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ACCOMMODATION

* For preferential accommodation rates at NH Lord Charles, kindly contact the hotel directly (tel. +27 21 855 1040) and state the keyword **SAAMA**.

STANDS

* Stands reservation will only be allocated and confirmed once full payment has been received.

Stand numbers in order of preference (Floor plan attached): 1. 2. 3.

NAME BADGES

* Please note, only two exhibitor badges per stand will be issued.

Name Badge 1:

Name Badge 2:

NAME ON FASCIA BOARD

* Failing to submit this information by **20 May 2017** will result in the name on the contract being used. Please indicate the name that should appear on the fascia board below. Names should be as short as possible for easy identification by visitors, and "(Pty) Ltd", etc, should not be included. The fascia board names are supplied free of charge and will appear on each open side of the stand.

We would like the following name on the fascia board of our stand (maximum 20 letters)

METHOD OF PAYMENT

* E-mail the completed registration form, as well as proof of payment, to info@saamaconference.org.za. Once your registration form has been processed, an invoice with booking details will be sent to you. All payments must be made prior to the conference.

Name and Surname in Block Letters	Signature	Date



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TERMS AND CONDITIONS

1. The organiser hereby lets to the exhibitor, which takes in hire, the stand, upon all of the terms and conditions recorded herein.
2. The exhibitor, upon compliance with all its obligations in terms of this contract, shall be afforded access on the first day of building up of the exhibition. The dates and venue for the exhibition in terms of this contract are variable at the discretion of the organiser, regard being given to the successful organisation of the exhibition as a whole.
3. The organiser does not warrant that the stand is suitable for the purpose intended or that it shall be in any particular condition or state of repair.
4. Unless otherwise agreed in the exhibitor's application, the consideration for hire of the stand shall be payable in full on signature of the contract. The exhibitor shall not be entitled to occupy its stand until full payment has been received.
5. Interest shall accrue on all overdue payments at a rate equal to 2% above the overdraft borrowing rate as charged by the organiser's bankers.
6. Any use by the exhibitor of the postal service or direct banking transfer for the purpose of making payment shall be at the sole risk of the exhibitor.
7. The shell scheme shall be installed by or on behalf of the organiser by no later than the first day of the exhibition.
8. All fixtures and fittings other than the basic exhibitor package shall be prepared and installed entirely at the exhibitor's cost, but subject to the organiser being entitled to issue written directives with regard to materials, layout and design thereof.
9. The exhibitor shall not remove or dismantle any portion of the installation before termination of the exhibition. The exhibitor shall dismantle and remove the installation and return the stand to the condition in which it was when access thereto for the purpose of preparing the stand was given to the exhibitor, as stipulated by the organiser.
10. Ownership in and to the shell scheme remain with the organiser, and it shall be the exhibitor's obligation to maintain the shell scheme during the course of the exhibition, and to return the shell scheme to the organiser on completion of the exhibition in good order and condition, fair wear and tear only accepted.
11. The exhibitor shall use the stand solely for the purpose described in the contract.
12. The exhibitor shall not cede, assign, transfer, make over, sub-let, alienate or in any way burden or encumber any of its rights in terms of this contract.
13. The exhibition hours shall be stipulated by the organiser, and the exhibitor shall be obliged to keep the stand open and adequately staffed during said hours.
14. All aspects of the promotion and marketing of the exhibition shall be at the sole and absolute discretion of the organiser, although the organiser makes no warranties or representations regarding the success of the exhibition, nor the number of persons expected to attend the exhibition.
15. The organiser shall not be liable for any damages, direct or indirect, of whatsoever nature and howsoever caused, suffered by the exhibitor(s) and furthermore the organiser shall not be responsible for any damages of whatsoever nature caused to the stand or other property brought into the exhibition by the exhibitor or its staff, or for any injury to the person of the exhibitor, howsoever such damage or injury may have been caused.
16. No warranty or representation, expressed or implied other than contained in this contract, which constitutes the whole agreement between the parties, and no variation hereof shall be valid or binding unless reduced to writing and signed by the parties. In the absence of a material breach hereof by the organiser, the exhibitor is not entitled to cancel the contract.
17. The exhibitor hereby consents to the jurisdiction of the Magistrate's Court having territorial jurisdiction in terms of Section 28 of the Magistrate's Court Act, as amended, notwithstanding that the amount in dispute exceeds the jurisdiction of such court.
18. **CANCELLATION OF CONTRACT:** In the event of the organiser agreeing to any request for release from the contract, the exhibitor shall be liable for the total cost stated in the contract.

ACCEPTANCE OF TERMS AND CONDITIONS

Company Name:

Stand Number:

Date:

Signature:



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EXHIBITORS FLOORPLAN (VERGELEGEN VENUE)



