

# **SAFMA CONFERENCE AND EXHIBITION 2010**

## **Africa FM – Globally Relevant?**

### **Airport Grand Hotel, Boksburg, Gauteng**

### **24<sup>th</sup> & 25<sup>th</sup> August 2010**

## **EXHIBITION TERMS AND CONDITIONS**

Queries: Please telephone Kim Veltman at SAFMA at 083 556 1719  
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### **1. Dates and Opening Hours**

1.1 The SAFMA Exhibition is scheduled for the 24 and 25 August 2010 inclusive.

Exhibition opening hours:

Tuesday 24 August 2010: 07h30 to 18h00

Wednesday 25 August 2010: 07h30 to 17h00

1.2 The Organisers reserve the right to change the times of opening and closing of the exhibition area. Irrespective of all or any such changes, the contract with the exhibitors remain in effect in their entirety.

### **2. Exhibitors**

2.1 Applicants may be excluded from the Exhibition if they are the subject of bankruptcy or insolvency proceedings before any court of law. If any such proceedings are initiated following registration for the Exhibition, the Organisers are to be informed without delay. Stand rental fees that have already been paid to the Organisers will be restored to the Exhibitor and the contract with the Organisers will be cancelled.

2.2 The Organisers do not apply any form of censorship, but are subject to the censorship laws of the Republic of South Africa.

### **3. Contracts and Stand Allocation**

3.1 Contracts to participate must be made in writing using the contract form supplied by the Organisers. The completed contract must be returned to the Organisers by the given deadline.

3.2 Alterations or provisos made by the Exhibitor on the contract, on these terms and conditions, or in connection with the same are null and void and will be disregarded.

3.3 The contract is legally binding for the Exhibitor. The stand rental contract comes into force upon receipt of the signed contract and stand confirmation that will be sent to the Exhibitor. If the Organisers are unable to allocate a stand to the Exhibition due to lack of exhibition space, the Organisers will reimburse any payment that has been made. Before the contract comes into force, booking may be cancelled in writing, whereby a cancellation fee amounting to 10% of the stand rental fee (plus VAT) will be charged.

3.4 Conclusion of the contract does not entitle the Exhibitor to a specific position, although the Exhibitors' wishes in terms of position, neighboring stands and size will be taken into account, wherever possible.

### **4. Stand Fittings**

4.1 Stand fittings and furnishings are subject to the 'Technical Regulations' as specified. In the event of failure to comply, the Organisers reserve the right to order alterations at the Exhibitor's expense.

4.2 Stand height is permitted to a maximum of 3m. Official authorisation is required for a stand in excess of 3m.

4.3 The Organisers will provide all full package stands with a standard fascia board inscribed with the company name. Nameplates must correspond to the Exhibitors brochure entry.

4.4 Exhibitors with custom-built stands are required to submit a full set of drawings to the Exhibition Contractor for approval by no later than the 1 August 2010.

### **5. Occupation of Stands, Set-up and Breakdown**

5.1 The exhibition hall will be available for setup from Monday 23 August 2010 at 13h00.

5.2 Set up of stands must be complete by 17h00 on Monday 23 August 2010.

5.3 Stands must be manned during times of opening as specified in 1.1 of this document.

5.4 Exhibitors are required to display their exhibits for the duration of the Exhibition.

5.5 The Organisers reserve the right to re-allocate stands that are not completed by 17h00 on 23 August 2010.

No reimbursement of stand rental fees will be considered.

5.6 Breakdown will not be permitted prior to 17h00 on Wednesday 25 August 2010.

5.7 Breakdown is required to be completed by 24h00 on Wednesday 25 August 2010. The Organisers accept no responsibility for goods, furniture or fittings that have been left on the stand.

### **6. Rental Fees**

6.1 The rental fee includes:

**Full package stand:** Shell scheme, plug point, spotlight, power consumption, basic cleaning and waste disposal, a fascia board with the name of the company.

6.2 Cancellations for stand bookings received in writing before 1 August 2010 will receive a 90% refund.

6.3 Cancellations received after 1 August 2010 will not be refunded.

6.4 The stand rental fee remains payable if the Exhibitor is prevented from exhibiting, for whatever reason.

**7. Terms of Payment**

- 7.1 Invoices for rental fees and other service charges will be submitted for payment on receipt of the signed contract.
- 7.2 Invoices will be payable within two weeks of date of invoice. The final stand allocation confirmation will be sent to each exhibitor once payment is received.
- 7.3 If payment is not received within the period stipulated, the Organisers reserve the right to cancel the Contract.
- 7.4 In case of cancellation for non- payment, the Organisers may reallocate the stand.

**8. Exhibitor Accreditation Passes**

- 8.1 An accreditation pass is required for access to the exhibition site
- 8.2 The Exhibitor will be issued with set-up and breakdown passes free of charge. Details of these personnel will be required at the latest, two weeks prior to the set up commencement date.
- 8.3 Each exhibitor will be entitled to two free exhibitor passes for the duration of the Exhibition.
- 8.4 Names will be required for these passes and such passes are not transferable.

**9. Insurance Coverage**

- 9.1 Each exhibitor bears sole responsibility for insuring all stand furnishings and exhibits against burglary, theft, fire and water damage and against damaged incurred in transit to and from the Exhibition. There is no overall insurance policy.

**10. Conduct at the SAFMA Exhibition**

- 10.1 Exhibitors should refrain from committing actions that cause unacceptable disturbance or hindrance to other exhibitors.
- 10.2 It is the duty of every Exhibitor to co-operate in the prevention of theft.
- 10.3 No weapons of any description will be permitted at the Exhibition site.

**11. Promotion**

- 11.1. The Exhibitor may use the inside surfaces of the stand only for promotional purposes.
- 11.2 The Organisers are entitled to issue regulations regarding the appearance of stand areas.
- 11.3 Requests for the hanging of banners from the ceiling of the exhibition hall are to be submitted in writing to the Organisers and if approved will be subject to a surcharge in addition to the cost of the production and hanging of the banner by the service provider.
- 11.4 No promotional activity will be permitted outside the Exhibitors own stand area. This includes personnel, distribution of advertising material in hallways, on the Exhibition site, or in the immediate vicinity of the Exhibition. It is not permitted to carry out surveys, competitions and games outside the Exhibitors own stand area. The Organisers reserve the right to distribute the Convention survey questionnaire and Exhibition Stand Nomination form.
- 11.5 No exhibitor may hold receptions, lectures, press events, etc on the exhibition site without the written permission of the Organiser.

**12. Non-compliance with Terms and Conditions**

- 12.1 In the event of non-compliance (particularly in regard to 'Technical Regulations') the Organisers reserve the right to exclude the Exhibitor from the Exhibition. This shall apply if items are exhibited that are subject to court bans or if the Exhibitor or his/her employees have committed or encouraged punishable offences (including theft).

**13. Claims by Exhibitors**

- 13.1.1 Any, and all claims, made by the exhibitor must be submitted to the Organiser in writing no later than 10 working days after the closure of the Exhibition at 17h00 on 25 August 2010.
- 13.2 The Organisers cannot be held responsible for damages suffered by exhibitors during possible and unavoidable disturbances resulting from the Constitutional right of South Africa for freedom of speech.

**14. Contractual Fulfillment, court and law of Jurisdiction**

- 14.1 The place of contractual fulfillment and exclusive court of jurisdiction for all disputes arising between Exhibitors and the Organiser is the High Court of South Africa, Gauteng Provincial Division. In cases of dispute, the laws of the Republic of South Africa shall apply.