

BOOKING FORM

SPONSORSHIP, EXHIBITION AND ADVERTISING COMMITMENT FORM

Please complete this form and fax it to +27 (0)86 620 455 or email it to Mandy@soafrica.com
I hereby confirm our commitment as a sponsor exhibitor for the above mentioned colloquium as follows:

Name of Company: _____

Contact Person: _____

Designation: _____

Telephone: _____ Fax: _____

Postal Address: _____

Email: _____

Mobile No.: _____

VAT Registration No.: _____

Sponsorship:

Please book the following sponsorship package: _____

Package: _____ Value: R _____

Additional Opportunity Number:

Opportunity: _____ Value: R _____

Exhibition Stand:

Preferred Stand no.: _____ Second Preference: _____ Value: R _____

Total Value Committed: _____

I confirm that I have the authority to make this commitment on behalf of my company:

Signed: _____ Date: _____

Print name:

(Please sign reverse of this form as well as acknowledgement of the terms and conditions)

SPONSORSHIP TERMS & CONDITIONS

1. Terms of payment
 - a. 25% deposit on confirmation to secure booking (non-refundable)
 - b. Further 25% payable by 30 November. 2018
 - c. Balance (50%) payable by 31 January 2019
2. An invoice and sponsorship contract will be sent to you within 72 hours of receipt of Commitment Form.
3. Selection of sponsorship is on a first-come first-served basis.
4. The Commitment Form does not constitute a legal and / or contractual engagement. It only serves as an indication of intent to proceed with the chosen commitment.
5. Sponsorship however, is only confirmed on receipt of a signed contract and payment of the 25% deposit. ROI will be effected once this has been received.
6. Failure to comply with the payment schedule could result in the forfeiture of your commitment, and any refund due will be at the discretion of the Colloquium Organising Committee.
7. All sponsorship contracts are final and cannot be retracted.
8. The Colloquium Organising Committee reserves the right to decline sponsorship bookings.
9. The law of South Africa governs this contract.
10. The Colloquium Organising Committee reserves the right to amend the rules and regulations governing sponsorship at its discretion.
11. Logos must be provided in jpeg format and emailed to mandy@soafrica.com within 24 hours of payment of deposit and signed contract to ensure that we are able to offer maximum exposure.
12. Cancellation policy:
 - a. All cancellations must be received by the Colloquium Secretariat in writing – to mandy@soafrica.com
 - b. Cancellations received before 31 January 2019 will forfeit any deposits that have been paid.
 - c. Cancellations received after 31 January 2019 will be liable for the full value committed.

I accept these terms and conditions:

Signature: _____ Date: _____

Print Name: _____

Company: _____