



## EXHIBITION BOOKING FORM

Please complete this form and email it to [Carine.Basson@nwu.ac.za](mailto:Carine.Basson@nwu.ac.za)

I hereby confirm our commitment as an exhibitor for the above mentioned Conference as follows:

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email: \_\_\_\_\_

Company Registration No.: \_\_\_\_\_

VAT Registration No.: \_\_\_\_\_

Please provide your NWU customer code if you require an invoice: \_\_\_\_\_  
(See point 2 in terms and conditions on next page)

### **Details & Fees:**

☐ 3m x 3m - 2 delegates to manage the stand – R10 000 (incl. VAT) (**Includes:**  
Registration for 2 representatives (lunches, teas, cocktail event and gala dinner)

☐ 2m x 2m - 2 delegates to manage the stand – R8 000 (incl. VAT) (**Includes:**  
Registration for 2 representatives (lunches, teas, cocktail event and gala dinner)

☐ Additional Exhibitor staff / vendor – **Full conference** – R5 500 (incl. VAT) (if no  
stand is reserved) - **Includes:** Registration, lunches, teas, cocktail event and gala  
dinner

☐ Additional Exhibitor staff / vendor – **Full conference** – R4 500 (incl. VAT) (if a stand  
is reserved – additional staff) – **Includes:** lunches, teas, cocktail event and gala  
dinner

☐ Additional Exhibitor staff / vendor – **Day registration** – R2 500 (incl. VAT) (if a  
stand is reserved – additional staff) – **Includes:** lunches, teas, cocktail event **or**  
gala dinner

Includes: Display Table, chairs

Number of Representatives

Names of representatives for name tags:

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Other requests:

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Total Value Committed: \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### **Payment options**

Bank deposit or transfer:

Bank name: ABSA  
Account Holder name: North West University  
Account name: NWU Diverse  
Bank Address: 94 Steve Biko Street, Potchefstroom, 2531, South Africa  
Bank Account number: 67 064 2313  
Branch Code: 632005  
Branch Name: Absa Tom Street  
Swift Code: ABSAZAJJ  
Reference: ICIL-Company name or ICIL-Customer code (if available)

After registration and payment, please email your proof of payment to Mrs Carine Basson at [carine.basson@nwu.ac.za](mailto:carine.basson@nwu.ac.za).

### **EXHIBITION TERMS & CONDITIONS**

1. Terms of payment:
  - ☐ 50% deposit on confirmation to secure booking
  - ☐ Balance (50%) payable by **9 September 2019**
2. In order for us to issue you with an invoice, your institution/company needs to have a customer code at North-West University. If you do not have a customer code please complete the [application for a customer code form](#) (Save the form to your computer before you complete it. This will ensure that the drop down menu's function properly).
3. An invoice and exhibition confirmation document will be sent to you within 72 hours of receipt of Commitment Form.
4. Selection of exhibitors is on a first-come first-served basis.
5. Exhibition participation and positioning, however, is only confirmed on receipt of a signed contract and payment of the 50% deposit.
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 Conference Organising Committee.

7. All exhibition contracts are final and cannot be retracted.
8. The Conference Organising Committee reserves the right to decline exhibition bookings.
9. The Conference Organising Committee reserves the right to amend the rules and regulations governing exhibition at its discretion.
10. Logos must be provided in jpeg format and emailed to [Louise.Vos@nwu.ac.za](mailto:Louise.Vos@nwu.ac.za) within 48 hours of commitment to ensure that we are able to offer maximum exposure.
11. Cancellation policy:
  - ☐ All cancellations must be received by the Conference Organising Committee in writing.
  - ☐ Cancellations received by 31 July 2019 will receive a full refund, less a 10% handling fee on the full value committed.
  - ☐ Cancellations received between 1st August 2019 and 31<sup>st</sup> August 2019 will receive a 50% refund on the full value committed.
  - ☐ Cancellations received after 31<sup>st</sup> August 2019 will be liable for the full value committed.
  - ☐ Refunds will be issued after the Conference has taken place.
  - ☐ No-shows will be liable for full payment.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_