



NATIONAL ASSOCIATION
OF MANAGING AGENTS
SHAPING OUR PROFESSION

2019 NAMA NATIONAL CONFERENCE



A NEW DAWN

The way forward



19-20 SEPTEMBER 2019
THE BOARDWALK HOTEL
PORT ELIZABETH

EXHIBITOR PROSPECTUS

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The Venue

Boardwalk Hotel and Casino, Beach Road, Summerstrand, Port Elizabeth, (T) 041 507 7777.

Exhibition Stands

1. NAMA will allocate an exhibition space to the Exhibitor according to his/her requirements according to the size of the stand.
2. The Main Sponsors will be afforded an opportunity to select their stand allocations.
3. The stands will include the following:
 - a. Octomom Walling
 - b. Fascia and Company Name
 - c. 1x15 amp power point
 - d. Double Black Spot Lights
 - e. 1 Café Table
 - f. 4 Café Chairs
4. Exhibitors must provide their own extension cables.
5. Any additional items can be obtained by agreement between the Exhibitor and The Missing Link at cost of the Exhibitor. **Please contact The Missing Link at (012) 363-0310 for more information.**
6. The exhibition set-up will commence on Wednesday, 18 September 2019 and will be available for decoration and occupation by the Exhibitor from 15:00.
7. **All Exhibition stand must be completed by no later than 17:00 on 18 September 2019.**
8. **No set-up will be allowed after the commencement of the NAMA National Conference at 18:00 on 18 September 2019, breakdown and vacating of exhibition stands may not commence prior completion after the lunch on Friday, 20 September 2019.**
9. Exhibitors are only allowed to hand out marketing material within the confines of their stands.
10. Noise volume should be kept to a level that does not cause disturbance to other exhibitors (music, audio visual material).
11. No unruly or loud misconduct by exhibitors will be tolerated.
12. Exhibition stands to be kept always neat and tidy.
13. **No alcohol may be served at any of the exhibition stands.**
14. **No food or beverages may be served at the exhibition stands without prior approval from The Boardwalk.**
15. Activities (unless otherwise agreed) must remain within the confines of stands.

Exhibition Cost

1. All costs are Excluding VAT.
2. The cost for the rental of an exhibition space for 18-20 September 2019 amounts to:
 - a. R 6 200,00 for 3m x 3m stand
 - b. R 9 500,00 for 3m x 6m stand
 - c. Exhibition opportunities to Non-NAMA Members are subject to:
 - Available exhibition space after all NAMA Affiliate members have registered.
 - NAMA membership for 12 months according to annual membership fee.
3. In Lieu of Item 2 (under Exhibition Stands) NAMA Affiliates have the exclusive opportunity to take up an exhibition space, closing dates for exclusivity is 31 March 2019.

Invoicing

1. All prices quoted are per person and Excluding VAT.
2. Tax Invoice will be issued with banking details.
3. Payment of the invoice to be done within 7 days after receipt of the invoice.

Decoration of Exhibition Space

1. The Exhibitor can decorate the exhibition space with material relating to his product or service.
2. The Exhibitor may not drill any holes into the walls or use nails or any other material which will damage the walls.
3. No banners, and marketing material may be displayed outside the parameters of the exhibition stand. [Subject to the main event sponsors.]
4. NAMA will not take responsibility in accepting goods on behalf of the exhibitors.

Venue Security

The venue has security on-site, but NAMA does not accept responsibility for any loss and/or stolen material or equipment from your exhibition space. Please do not leave any valuables unattended at your exhibition space.

Insurance

Exhibitors are responsible for the safety of their own staff, property, their stand and its contents and are therefore advised to take precautions where necessary and to insure their goods accordingly. It is a condition of exhibiting that NAMA at no stage and for whatever reason accept liability for any loss or damage or injury that may be sustained.

Exhibition Staff

1. The Exhibitor [excluding selected sponsorships] may have a maximum of **two (2)** persons manning the exhibition space during the conference. NAMA will provide Exhibitor identification that will be compulsory to wear during the Indaba.
2. Additional persons must pay an amount of **R2 800,00** per staff member. These numbers may not be exceeded at any time during the conference except during a hand over of a shift.
3. The Exhibitor must also have staff present at the exhibition during the Cocktail Event on Wednesday, 18 September 2019 until at least 22:00.
4. Exhibitor passes will allow exhibiting companies and their staff access to the exhibition area - including build-up & breakdown. The issue thereof is therefore strictly controlled.
5. No children will be allowed.
6. Access to the exhibition areas before or after hours, to be arranged with The Boardwalk Hotel security.
7. All stands must be manned except for static displays (no later than 15 minutes before opening time)
8. Exhibitors will be responsible for the security of their own stand during build-up, open times and breakdown.
9. Exhibitors should arrange for representatives of their companies to be at the stands whenever the venue is open, and until move-out is completed. Insurance and public liability cover are essential!

Cancellation of Exhibition Space

If the Exhibitor wants to cancel the space the following cancellation penalties will be applicable:

- a. Before 31 May 2019, 50% of the total cost
- b. From 30 June 2019, 100% of the cost

General

1. NAMA will announce a specific procedure to encourage all delegates to visit the exhibition stands.
2. NAMA will have an information and registration desk at the venue during the Indaba. This will serve as the central point for enquiries.
3. A certificate will be issued to the Best Stand of the NAMA 2019 National Conference. Rules and regulations will be forwarded.
4. No Exhibitor, Sponsor, NAMA Director or NAMA Staff Member will be eligible for any lucky draw prize.

Disclaimer

The information contained in this brochure is correct at the time of printing. The organizing committee reserves the right to make changes to the program at any time as circumstances dictate. Every effort will be made to ensure a program of equivalent standard and value. The organizers shall not be responsible for any cost of damages from any action based on the information in this brochure.

Smoking, Food and Beverage

1. The Boardwalk Hotel is a smoke free area. Smoking in designated areas only.
2. Only alcohol and drinks obtained and purchased during the event or from the hotel is allowed.
3. The gala dinner will have a cash bar available.
4. Special dietary requirements need to be arranged beforehand with organisers at cost. Vegetarian food will always be available.

What to Wear

COCKTAIL FUNCTION: Casual Chic with Denim and Diamonds

CONFERENCE: Business Attire (a.k.a. Office Appropriate, Dress Your Best)

GALA DINNER: Formal Black Tie

Identification [NAMA Badges]

Your name badge is an important part of your conference participation. It enables you to attend the sessions and identify you at the events and for catering purposes
It must be worn during the conference and to gain access to the Exhibition area.

Parking Facilities

Parking available at the Hotel at R40,00 per day.

Presentations

The presentations will be a combination of the following:

Keynote – 60 minutes | Workshops – 60 minutes | Motivational Speaker – 60 minutes

The programme also provides networking, sharing of information and knowledge and ample time for social interaction and activities.

Accommodation Information

[Note : Estimated rates are quoted – please confirm rates when bookings are made]

The Boardwalk do have special accommodation tariffs for NAMA conference delegates - please follow the link :
<https://www.suninternational.com/mysun/booking/?Hotel=BOARDWALK,BORD&INVENTORY=NAMAC0919PB&AR RIVE=2019/09/18&DEPART=2019/09/21>

041 583 1968

Rooms available : **140 sea-facing hotel rooms**

Estimated Rate for B&B : Single R2041,00 | Double R2271,00

The following accommodation is available in the nearby vicinity:

1. **Hobie Beach Guest House**

041 583 2227 / 082 229 1934

<http://www.hobiebeach.co.za/>

Total rooms : 9

Estimated Rate for B&B : R680 plus 10% increase for 2019 p/p

Distance from Sun Boardwalk Hotel : 1.3 km, 15 min walk



2. The Palace Guest House

041 583 3170 / 071 223 0613

<https://www.thepalacepe.co.za/>

Rooms available : 2 x family rooms, 1 x self catering – in total 12 rooms

Estimated Rate for B&B : R590,00 + 10% increase in 2019 p/p

Distance from Sun Boardwalk Hotel : 1,6 km, 19 min walk



3. Beachwalk B&B

041 583 3594

<http://www.beachwalk.co.za/>

Rooms available : 2

Estimated Rate for B&B : Double R1560,00 | Single R1150,00 (2019 rate) p/p

Distance from Sun Boardwalk Hotel : 1,4 km, 17 min walk



4. The Beach Hotel (4 Star)

041 583 2161

<http://www.thebeachhotel.co.za/>

Rooms available : 32 Non Sea Facing Standard Rooms
 11 Side Sea Facing Rooms
 9 Front Sea Facing Rooms
 4 Executive Rooms
 1 Family Room
 1 Suite

Estimated Rate for B&B : Double R2100,00 | Single R1600,00 p/p

Distance from Sun Boardwalk Hotel : 1,0 km, 12 min walk



5. Road Lodge

041 583 4404

<https://clhg.com/hotels/359/Road-Lodge-Port-Elizabeth/>

Rooms available : 92

Estimated Rate : R676,70 p/p + R85,00 Breakfast (2019 rate)

Distance from Sun Boardwalk Hotel : 800 m, 9 min walk



6. Courtyard Hotel

041 583 4655

<https://clhg.com/hotels/460/Courtyard-Hotel-Port-Elizabeth/>

Rooms available : 91

Estimated Rate : Single or Double R1636,00 per room for 1 or 2 persons & Breakfast R170,00 (add 10% increase for 2019)

Distance from Sun Boardwalk Hotel : 350 m, 4 min



7. Garden Court

041 582 3720

https://www.tsogosun.com/garden-court-kings-beach?chebs=gl-hotel_garden-court-kings-beach&utm_source=google&utm_medium=businesslisting&utm_campaign=hotel_garden-court-kings-beach/

Rooms available : 280

Estimated Rate for B&B : R1465,00 per room for 1 to 2 persons

Distance from Sun Boardwalk Hotel : 4 min drive, 1,4 km, 17 min walk



Artwork

1. Within 7 days of signing the agreement the Exhibitor must provide:
 - a. Company logo in PNG and JPEG format
 - b. Company name for the front fascia lettering
2. Conference management cannot guarantee the accuracy or delivery of any materials delivered outside of the agreed deadlines.

Disclaimer/Conditions

1. NAMA reserves the right to amend this brochure and prices quoted at any time, however agreements/ contracts finalized in writing will not be affected.
2. NAMA agrees to refund any monies deposited with them for any sponsorship in the unlikely and only event that the NAMA 2019 National Conference is cancelled due to unforeseen issues with The Boardwalk Hotel.
 - a. All printed material supplied by any sponsor must be pre-approved in writing by NAMA prior to any form of distribution to delegates.
 - b. All on-site banners and other advertising material displayed at the venue must be pre-approved in writing by NAMA and The Boardwalk prior display.

Contact Information

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