

National Conference
Leading change



Exhibitor Information: Registration Form and Prospectus

2022

12-14 OCTOBER 2022

PROTEA HOTEL,
STELLENBOSCH

WWW.NAMA.ORG.ZA

NATIONAL CONFERENCE

EXHIBITOR REGISTRATION FORM

Please complete the form, either manually in block letters or electronically (one per company) and email only Pages 2 to 4 to info@namaconference.co.za

Company Information

Organisation/Company

Exhibitor name to be displayed during Conference

Cell Phone

Email

Exhibitor Staff Information

Exhibiting Staff Member, No 1

Title

Surname First Name

Cell Phone

Email

- Exhibitor attending the Cocktail Event Accompanying Partner attending the Cocktail Event
- Exhibitor attending the Gala Dinner Accompanying Partner attending the Gala Dinner
- Special dietary requirements Special dietary requirements

[An additional R350 p/p will be charged for special dietary requirements]

Accompanying Partner's Name & Surname

Email Cell

Exhibiting Staff Member, No 2

Title

Surname First Name

Cell Phone

Email

- Exhibitor attending the Cocktail Event Accompanying Partner attending the Cocktail Event
- Exhibitor attending the Gala Dinner Accompanying Partner attending the Gala Dinner
- Special dietary requirements Special dietary requirements

[An additional R350 p/p will be charged for special dietary requirements]

Accompanying Partner's Name & Surname

Email Cell

Additional Exhibitor Staff Member, No 1 [Additional Cost – see page 4]

Title

Surname First Name

Cell Phone

Email

- Additional Exhibitor attending the Cocktail Event Accompanying Partner attending the Cocktail Event
- Additional Exhibitor attending the Gala Dinner Accompanying Partner attending the Gala Dinner
- Special dietary requirements Special dietary requirements

[An additional R350 p/p will be charged for special dietary requirements]

Accompanying Partner's Name & Surname

Email Cell

Additional Exhibitor Staff Member, No 2 [Additional Cost – see page 4]

Title

Surname First Name

Cell Phone

Email

- Additional Exhibitor attending the Cocktail Event Accompanying Partner attending the Cocktail Event
- Additional Exhibitor attending the Gala Dinner Accompanying Partner attending the Gala Dinner
- Special dietary requirements Special dietary requirements

[An additional R350 p/p will be charged for special dietary requirements]

Accompanying Partner's Name & Surname

Email Cell

Billing Information

Organisation/Company

Contact Person Contact No

Email

Postal Address

VAT No Postal Code

Exhibition Cost Information

Qty	Description	Cost
<input type="checkbox"/>	3 m x 3 m Stand (Includes: 4 x staff to attend and be present at the stand but only 2 X staff can attend the Cocktail Event, Gala Dinner and Conference)	R6200*
<input type="checkbox"/>	3 m x 6 m Stand (Includes: 4 x staff to attend the Cocktail Event, Gala Dinner and Conference)	R9500*
<input type="checkbox"/>	Additional Exhibitor p/p (Includes: Attending the Cocktail Event, Gala Dinner and Conference)	R4000*
<input type="checkbox"/>	Cocktail Event Accompanying Partner p/p Wednesday, 12 October 2022	R500*
<input type="checkbox"/>	Gala Dinner Accompanying Partner p/p Thursday, 13 October 2022	R1400*

*Excluding VAT

Delegate Agreement

I HEREBY AGREE TO THE NAMA 2022 NATIONAL CONFERENCE TERMS AND CONDITIONS AS SET OUT IN THE EXHIBITORS PROSPECTUS, SEE PAGES 5 TO 10 OF THIS DOCUMENT.

Signature _____

Date: ____/____/____

Name and Surname _____

Company _____

EXHIBITOR PROSPECTUS

The Venue

The Protea Hotel, Stellenbosch. Techno Avenue, Techno Park, Stellenbosch, 7600, (T) 021 880 9500.

Disclaimer

The information contained in this prospectus is correct at the time of printing. The organiser 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 organiser shall not be held liable for any cost of damages from any action based on the information in this prospectus.

Exhibition Stands

1. NAMA will allocate an exhibition space to the Exhibitor. Contact **Vanida** at **(031) 701 4794 / vanida@nama.org.za** for the layout of the exhibition area and to reserve your stand.
2. The stand will include the following:
 - a. Fabric shell stand
 - b. Branded name fascia board
 - c. Plug point
 - d. 2 Spot lights
3. Exhibitors must provide their own extension cables and stand furniture.
4. Additional items may be obtained directly from **Scan Display Solutions (Pty) Ltd** at an additional cost to the Exhibitor. Please contact **Kholeka Mntambo** at **083 946 1597/031 564 7602** for quotes, bookings and payments for any additional items.
5. The exhibition set-up will commence on Tuesday, 11 October 2022 and the stands will be available for occupation by the Exhibitor from 14:00 on Wednesday, 12 October 2022.
6. All Exhibition stands must be occupied by no later than **17:00 on Wednesday, 12 October 2022**.
7. No set-up will be allowed after the commencement of the NAMA National Conference at 18:00 on 12 October 2022 and the breakdown and vacating of exhibition stands may only commence once the conference has been brought to a close and lunch has been served on Friday, 14 October 2022.
8. Exhibitors are only allowed to hand out marketing material within the confines of their stands.
9. Noise volume should be kept to a level that does not cause disturbance to other exhibitors (music, audio visual material).
10. No unruly behaviour by exhibitors will be tolerated.
11. Exhibition stands must always be kept neat and tidy.
12. No alcohol may be served at any of the exhibition stands.
13. No food or beverages may be served at the exhibition stands without prior approval from the Venue.
14. Activities (unless otherwise agreed) must remain within the confines of the stands.

Invoicing

1. All prices quoted are excluding VAT.
2. An official NAMA Invoice will be issued upon receipt of a signed Exhibitor Form and full payment by **1 July 2022**.
3. NAMA will issue an invoice for payment with the relevant banking details. The invoice is valid for 7 days. Payments may be made online via PayFast or EFT.

Cancellation of Exhibition Space

All cancellations must be in writing. Cancellations received before 31 August 2022 will be subject to a 50% refund of the total paid. Cancellations after 31 August 2022 will result in no refund.

Covid Regulations

Attendance at the conference will require delegates to comply with the relevant Covid-19 Regulations at the time.

Artwork

Within 7 days of signing the agreement the Exhibitor must provide:

- a. Company logo in PNG and JPEG format in high resolution.
- b. Company name for the front fascia board lettering

Decoration of Exhibition Space

1. The Exhibitor can accessorise the exhibition space with material relating to their 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.
4. NAMA and its staff will not receive or accept any goods on behalf of the Exhibitors.

Venue Security

The Venue has onsite security, and NAMA does not accept responsibility for any loss, damage and/or stolen material or equipment from your exhibition space. Please do not leave any valuables unattended.

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. NAMA will not accept liability for any loss or damage or injury that may be sustained.

Exhibition Staff

1. The Exhibitor may have a maximum of **two (2)** persons manning the exhibition space during the conference. NAMA will provide Exhibitor identification tags that which are compulsory to wear during the conference.
2. Additional staff members may attend at a cost of **R4 000** per person.
3. The Exhibitor must have staff present at the stand during the Cocktail Event on Wednesday, 12 October 2022 until at least 22:00.
4. Identification tags will allow exhibiting companies and their staff access to the exhibition area. You will be allowed access during build-up and breakdown of the stands. Identification tags may not be shared. Access to the conference will only be granted to individuals who can produce their identification tags.
5. No children are permitted at the conference.
6. Access to the exhibition areas before or after hours, can be arranged with Venue security.
7. All stands must be staffed during all conference intervals.

General

1. NAMA will encourage all delegates to visit the exhibition stands.
2. NAMA will have an information and registration desk set up at the Venue and this will serve as the central point for enquiries during the conference.

Best Stand Award Criteria

The Best Exhibition Award will be presented to the exhibitor who demonstrates best practice in the presentation of their product/s and the conduct of their staff while exhibiting at the NAMA Conference.

Delegates will vote for the Best Exhibitor based on the following criteria:

- Visual appeal
- Proactive engagement
- Uniqueness of stand
- Useful promotional gifts
- Well explained product/service offering

The Exhibitor with the highest score wins!

The winner will be announced at the closing of the NAMA Conference on Friday, 14 October 2022.

Smoking, Food and Beverage

The Venue is a smoke free area. Smoking is allowed in designated areas only.

No alcohol is allowed to be brought onto the premises.

There will be a cash bar at the cocktail event and gala dinner.

Any special dietary requirements must be confirmed and paid for on registration.

What to Wear

COCKTAIL EVENT: Semi-formal

CONFERENCE: Office Appropriate or Dress Your Best

GALA DINNER: Formal

NAMA Identification Tag

You will receive a NAMA identification tag on registration at the conference. Your identification tag must be worn at all times during the conference as it identifies you as a delegate at the conference and allows you to gain access to the conference area, exhibitors area and breakaway rooms.

Parking Facilities

Parking is free at the Venue.

Lucky Draws

Lucky draws may be provided by the Exhibitors or Sponsors of the Conference. The prize draws will take place on **Friday, 14 October 2022** during the morning refreshment break. No Exhibitor, Sponsor, NAMA Director or NAMA Staff Member will be eligible to win any lucky draw prizes. If you would like to sponsor a lucky draw, please arrange with the NAMA Team before **31 August 2022**.

Presentations

The conference will comprise of the following:

Keynote Speaker | 6 Workshops | Motivational Speaker | Panel Discussion

The programme also makes provision for ample networking opportunities and social interaction where knowledge and information can be shared.

Accommodation in the Area

Hotels:

1. Protea Hotel, Stellenbosch
021 880 9500
2. Please visit the following websites for other Hotel information:
<https://www.sa-venues.com>
<https://www.agoda.com>
<https://www.tripadvisor.co.za>

Alternative accommodation options, please visit the following websites:

1. Airbnb in Stellenbosch
<https://www.airbnb.co.za>
2. Guesthouse Accommodation
<https://www.lekkeslaap.co.za>

Looking for something to do while in Stellenbosch? Please visit the following websites:

1. New Cape Adventures
dirkie@newcapeadventures.com
2. <https://www.getyourguide.com>
3. <https://insideguide.co.za>

Contact Information

Lizbé Venter NAMA Administrative Coordinator	C 082 754 1621 T (012) 567 1556	info@namaconference.co.za
Vanida Moodley Regional Coordinator	C 083 979 2488 T (031) 701 4794	vanida@nama.org.za
Kerry-Lee van Aardt General Manager	C 073 171 3242 T (012) 543 0693	gm@nama.org.za