

**National Conference**  
Leading change



## Sponsorship Information: Registration Form and Prospectus

**2022**

12-14 OCTOBER 2022

PROTEA HOTEL,  
STELLENBOSCH

[WWW.NAMA.ORG.ZA](http://WWW.NAMA.ORG.ZA)

# **NATIONAL CONFERENCE**

# SPONSOR REGISTRATION FORM

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

## Company Information

Organisation/Company	<input type="text"/>		
Contact Person's Surname	<input type="text"/>	First Name	<input type="text"/>
Cell	<input type="text"/>	Phone	<input type="text"/>
Email	<input type="text"/>		

## Billing Information

Organisation/Company	<input type="text"/>		
Email	<input type="text"/>		
Postal Address	<input type="text"/>		
VAT No	<input type="text"/>	Postal Code	<input type="text"/>

(All Prices Exclude VAT)

**COST**

### MAIN SPONSOR

(Only available to NAMA Service Providers)

R65 000

3 Sponsorships available

### AV & ELECTRONIC SYSTEMS SPONSOR

(Available to NAMA Service Providers and Managing Agents)

R50 000

1 Sponsorship available

### GALA DINNER WELCOMING SPONSOR

(Available to NAMA Service Providers and Managing Agents)

R35 000

1 Sponsorship available

### WELCOME COCKTAIL EVENT SPONSOR

(Available to NAMA Service Providers and Managing Agents)

R20 000

1 Sponsorship available

### CONFERENCE PROSPECTUS SPONSOR (CONFERENCE MAGAZINE)

(Available to NAMA Service Providers and Managing Agents)

R15 000

1 Sponsorship available

### SHUTTLE SERVICE BETWEEN PROTEA HOTEL AND WEBERSBURG WINE ESTATE FOR THE GALA DINNER

(Available to NAMA Service Providers and Managing Agents)

R15 000

2 Sponsorships available

### CONFERENCE GOODIE BAG SPONSOR

(Available to NAMA Service Providers and Managing Agents)

Own cost

### BREAKAWAY SESSIONS

(Available to NAMA Service Providers and Managing Agents)

R15 000

2 Sponsorships available

### CONFERENCE GOODIE BAG INSERTS

(Available to NAMA Service Providers and Managing Agents)

R2 000

15 Sponsorships available

## Sponsor Agreement

I HEREBY AGREE TO THE NAMA 2022 NATIONAL CONFERENCE TERMS AND CONDITIONS AS SET OUT IN THE SPONSORSHIP PROSPECTUS, SEE PAGES 3 TO 9 OF THIS DOCUMENT.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Name and Surname \_\_\_\_\_ Company \_\_\_\_\_

## Sponsorship Benefits

### MAIN SPONSOR | R65 000 (Excl VAT)

#### General

1. Three (3) sponsorships are available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine and programme.

#### Exclusive to this Sponsorship

1. Four (4) complimentary tickets to attend the full conference. Please complete a delegate registration form to register the free attendance.
2. Double page advertisement in the conference magazine.
3. Sponsor's name and logo on each page of the conference magazine and programme.
4. Twelve (12) months advertising in the NAMA Newsletter following the event.
5. Sponsor's logo on delegate identification tags.
6. 10 Minute presentation at the conference. Allocation of scheduled time slots will be at the discretion of NAMA.
7. Twelve (12) months marketing on the NAMA Facebook and LinkedIn pages following the event.
8. Free Exhibition Space (3 m x 3 m) in prime position.
9. Sponsor's signage and branding will be displayed at the Venue for the duration of the event (excluding the Welcome Cocktail Event and Gala Dinner).

### AV & ELECTRONIC SYSTEMS SPONSOR | R50 000 (Excl VAT)

#### General

1. One (1) sponsorship is available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### **Exclusive to this Sponsorship**

1. Two (2) complimentary tickets to attend the full conference. Please complete a delegate registration form to register the free attendance.
2. One (1) full page advertisement in the conference magazine.
3. Six months advertising in the NAMA Newsletter following the event.
4. Sponsor's signage and branding will be displayed at the Venue for the duration of the event.

## **GALA DINNER WELCOMING SPONSOR | R35 000 (Excl VAT)**

### **General**

1. One (1) sponsorship is available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### **Exclusive to this Sponsorship**

1. The sponsor's signage and branding will be displayed in the designated welcoming area (no marketing material in main dinner area).
2. Complimentary wine tasting upon arrival for dinner guests.
3. One (1) full page advertisement in the conference magazine.
4. Six (6) months advertising in the NAMA Newsletter following the event.
5. Sponsors name will reflect on the gala invitation.

## **WELCOME COCKTAIL EVENT SPONSOR | R20 000 (Excl VAT)**

### **General**

1. One (1) Sponsorship is available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### **Exclusive to this Sponsorship**

1. The sponsor's signage and branding will be displayed at the cocktail event.
2. Sponsor's logo will reflect on the cocktail event invitation.
3. One (1) half page advertisement in the conference magazine.
4. Live music band entertainment for cocktail guests.

## **CONFERENCE MAGAZINE SPONSOR | R15 000 (Excl VAT)**

### **General**

1. One (1) Sponsorship is available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name listed in the acknowledgement list in the conference magazine.

### **Exclusive to this Sponsorship**

1. One (1) full page advertisement in the conference magazine – back page of the conference magazine is reserved for this sponsorship.

## **BREAKAWAY SESSION SPONSOR | R15 000 (Excl VAT)**

### **General**

1. Two (2) sponsorships are available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### **Exclusive to this Sponsorship**

1. Sponsor's signage and branding will be displayed in the breakaway rooms for the duration of the event.
2. Sponsor's logo will be displayed on the screen prior to the commencement of the presentations in the breakaway rooms.

## SHUTTLE SPONSOR | R15 000 (Excl VAT)

### General

1. Two (2) sponsorships are available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### Exclusive to Sponsorship

1. Sponsor's signage and branding will be displayed at the collection and drop-off points.
2. Further advertising opportunities may be discussed with NAMA.

## CONFERENCE GOODIE BAG SPONSOR | Own Cost

### General

1. One (1) sponsorship is available in this category.
2. Advertising insert (provided by the sponsor and at their own cost) will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### Exclusive to Sponsorship

1. Sponsor's signage and branding will be displayed with NAMA's on the goodie bags.
2. Cost to provide and deliver the goodie bags at the venue is for the sponsor.

## CONFERENCE GOODIE BAG INSERTS | R2 000 (Excl VAT)

### General

1. Fifteen (15) sponsorships are available in this category.
2. Advertising insert will be placed in the conference goodie bag.
3. Sponsor's logo will be displayed on the NAMA conference website with a link to the sponsor's website.
4. Acknowledgement by the Master of Ceremonies during the conference.
5. Sponsor's name will be listed in the conference magazine.

### Exclusive to Sponsorship

1. Sponsor to provide and deliver the inserts to the venue at their own cost by no later than **11 October 2022 at 12:00**. Package to be clearly marked as follows:
  - a. National Association of Managing Agents
  - b. NAMA Conference 12-14 October 2022
  - c. The Protea Hotel, Stellenbosch, Techno Avenue, Techno Park, Stellenbosch, Western Cape, 7600
  - d. For Attention : Lizbe Venter
  - e. Contact Number : 082 754 1621

### 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.

### Invoicing

1. All prices quoted are per sponsorship and excluding VAT.
2. An official NAMA Invoice will be issued upon receipt of a signed Sponsorship Form and full payment.
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 Sponsorship

1. All cancellations must be in writing.
2. Cancellations received 120 days prior to the event will be subject to a 70% refund of the amount paid.
3. Cancellations received 90 days prior to the event will be subject to a 50% refund of the amount paid.
4. Cancellations received 60 days prior to the event 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.

## General Information

1. No two companies with the same business interest may take up the main sponsorship package.
2. Sponsorship applications will be approved on a first come first serve basis and on receipt of the completed sponsorship agreement and full payment.
3. NAMA reserves the right to amend the sponsorship prospectus including the benefits and costs at any time. Sponsorship agreements already concluded, will not be affected.
4. Approval of sponsorships will be at the discretion of NAMA.
5. Sponsorships are only available to NAMA members.

## 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.

## What to Wear

COCKTAIL EVENT: Semi-formal

CONFERENCE: Office Appropriate or Dress Your Best

GALA DINNER: Formal

## 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.

## 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**. 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**.



## 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](mailto: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	<a href="mailto:info@namaconference.co.za">info@namaconference.co.za</a>
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