



NAMA 2026 CONFERENCE EXHIBITORS PROSPECTUS

The Venue

CSIR International Convention Centre, Meiring Naudé Road, Brummeria, Pretoria
Tel: +27 (0)12 841 3884

Disclaimer

1. NAMA has prepared the Information provided in this Prospectus to assist the exhibitors. While every care has been taken to ensure that the details are correct at time of issue NAMA shall not be liable, or responsible to any Stand Service Provider, Exhibitor or any other person, in respect of inaccuracy or omission in the information contained herein, nor shall NAMA be responsible or in any way concerned with any contract or agreement made by the Stand Service Provider or Exhibitor with any person, firm or company whose services are described in this prospectus.
2. NAMA shall not be held liable for any loss or damages from any action based on the information in this prospectus.
3. Signature of the Exhibition Registration Form implies acceptance of these Exhibition Rules, Regulations, and Conditions.
4. NAMA will not accept liability for any loss or damage or injury that may be sustained at the Conference.
5. NAMA reserves the right of admission at the Conference.

Exhibition Stands

1. NAMA will allocate an exhibition space to the Exhibitor. Contact Vanida at T (031) 534-3344 / vanida@nama.org.za for the layout of the exhibition area and to reserve a stand according to availability.
2. The **single stand (3 m D x 3 m W x 2,5 m H)** includes the following:
 - a. Fabric shell stand – branding for own cost.
 - b. Branded name fascia board – company name only and stand no.
 - c. One plug point.
 - d. Two (2) Spotlights.
 - e. Two (2) Exhibitor personnel to attend Days 1 and 2 of the conference only.





- 2.5M HIGH WHITE PST & OCTANORM WALLING
- 1x FASCIA NAME - (CORNER STAND GET 2)
- 1x 15AMP PLUG POINT
- 2x 150W SPOT LIGHTS

3. The **double stand (3 m D x 6 m W x 2,5 m H)** will include the following:
 - a. Fabric shell stand – branding for own cost.
 - b. Branded name fascia board – company name only and stand no.
 - c. Two plug points.
 - d. 4 Spotlights.
 - e. Four (4) Exhibitor personnel to attend Days 1 and 2 of the conference only.
4. Additional Exhibitor Staff can be booked – please refer to the conference registration form for more information.
5. Exhibitors must provide their own extension cables and stand furniture.
6. Additional items may be ordered directly from **Expo Solutions** at an additional cost to the Exhibitor. Please contact **Salena Govender** at salena@exposolutions.co.za for quotes, bookings, and payments for any additional items.
7. Please email vanida@nama.org.za for the service manual from Expo Solutions.
8. Exhibition set-up will begin on **Wednesday, 14 October 2026**. Exhibitors may access and occupy their stands from **15:00** on that day. All stands must be fully occupied by **19:00** on **Wednesday, 14 October 2026**, after which no further set-up will be permitted.
9. No exhibitor shall erect any sign, stand, wall, or obstruction which, in the opinion of NAMA, interferes with or overshadows an adjoining Exhibitor.
10. Gangways must always be kept clear and free of passage.
11. All emergency exits and access to service areas are to always be kept clear.
12. Any Exhibitor who continues to cause obstruction or nuisance after notice has been given will be liable to have his stand closed by NAMA at the Exhibitor's expense and risk.
13. The use of microphones/audiovisual equipment is permitted, but the volume must not be such as to annoy other Exhibitors. NAMA reserves the right to prohibit the use if, in NAMA's opinion, any annoyance is being caused. No unruly behaviour by exhibitors will be tolerated.
14. All marketing material shall be displayed and/or given away only from the Exhibitors' own stand.



15. Whilst NAMA will endeavour to protect exhibition property whilst on display at the Exhibition, it must be clearly understood that the management of the Venue, and NAMA, cannot accept liability for any loss or damage sustained or occasioned from any cause whatsoever. The Exhibitor is responsible for the safety of his products, display, and stand.
16. Full lighting and power services will be available to the Exhibitor through the official electrical contractor. Electrical devices, which interfere with radio or television systems, must be switched off immediately if requested by NAMA.
17. The use of electrical appliances such as coffee machines, etc., requires permission from NAMA and the Venue. The use of immersion heaters and electric heaters with unguarded elements is not permitted.
18. The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the appropriate authority and other statutory bodies. Any material or exhibit not approved by the appropriate authority or by NAMA must be removed from the building at the request of NAMA.
19. The Exhibitors must comply with any reasonable instructions given by the appropriate authority or NAMA to avoid the risk of fire.
20. The aisles outside the exhibition stands will be cleaned by the Venue. Exhibits will not be cleaned. It is the responsibility of the Exhibitor to leave their stand space clean and tidy during the Exhibition and after dismantling.
21. There are no storage facilities available at the Venue.
22. NAMA and its staff will not receive or accept any goods on behalf of the Exhibitors.
23. The Exhibitor can accessorise the exhibition space with material relating to their product or service.
24. Removal of exhibits and dismantling may not commence until after the official closing time on Friday, 16 October 2026. All exhibits, displays, stand fittings, and materials must be removed. Any special arrangements for the installation or removal of exhibits must be made in consultation with NAMA. During the breakdown period, no material should be left unattended at any time.
25. No alcohol can be served at any of the exhibition stands.
26. No food or beverages may be served at the exhibition stands without prior approval from NAMA and the Venue.
27. Activities (unless otherwise agreed) must remain within the confines of the stands.
28. You may not purchase registrations as an agent for any third party, sell or otherwise transfer your registration to others, or exploit the registration commercially or non-commercially in any way.



Solicitation Policy

NAMA has a no-solicitation policy covering the conference. To provide a distraction-free environment for our exhibitors, sponsors, attendees, and employees, we do not allow solicitation at our Conference by attendees or unauthorized parties without the express written permission of NAMA. Any person and/or organization found to be violating this policy may be expelled from the Conference with no refunds.

Cost

Single Exhibitor Stand

3 x 3 m includes 2 staff for 2 conference days only - R15 500*

Double Exhibitor Stand

3 x 6 m includes 4 staff for 2 conference days only - R31 000*

Additional staff p/p/p/d - R3000*

Dietary Requirements p/d - R500*

Attending the Welcoming Cocktail Event p/p - R1050*

Attending the Gala Event p/p - R1900*

Accompanying partner for the Welcoming Cocktail Event p/p - R1050*

Accompanying partner for the Gala Event p/p - R1900*

Note:

Please complete the Conference Registration Form to book your stand.

*Excluding VAT

Invoicing

1. All prices quoted are excluding VAT.
2. An official NAMA Invoice will be issued upon receipt of a signed Exhibitor Registration Form.
3. The invoice is valid for 7 days.
4. Payments to be made via EFT.
5. Full payment will secure the booking.



Cancellation of Exhibition Space

1. All cancellations must be in writing.
2. Cancellations received 90 days before the event will be subject to a 50% refund of the amount paid.
3. Cancellations received 60 days or less before the event will result in no refund; however, substitutions with employees from your organisation are welcome at any time, but in all other respects, delegate registrations are issued for your personal use only and cannot be shared with any person during the Conference.

Artwork

Within 7 days of submitting the registration form, the Exhibitor must provide:

1. The company logo in PNG and JPEG format is to be in high resolution.
2. The company name for the front fascia board lettering of the stand.

Photography/Media

1. NAMA may, at its discretion, choose to capture images, film, broadcast, or record the Conference, or any part of it. By attending the Conference, you grant NAMA an irrevocable licence to use and sub-license the use of your name, voice, likeness, image, and any contribution you make at or to the Conference in all media (whether now known or hereinafter invented) and in perpetuity.
2. You are not permitted to capture images, stream, film, broadcast, or record the Conference without NAMA's express prior approval.
3. All photographs and videos taken at the conference will remain the property of NAMA and will be used according to NAMA.
4. I understand that the media files may be used by NAMA for advertising and promotional purposes for an unlimited period discretion.
5. I hereby waive any right to inspect or approve the finished video or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.
6. I hereby give NAMA and those associated with the conference the right and permission to use and/or publish and reproduce photographic material, video, and sound recordings of me, in conjunction with my own name.



Exhibition Staff

1. The Exhibitor may have personnel manning the exhibition space during the conference. Please refer to the Registration Form for more information.
2. Additional staff members may attend at a cost. Please refer to the Registration Form for more information.
3. Exhibitor Identification tags will allow exhibiting companies and their staff access to the Conference. You will be allowed access during the build-up and breakdown of the stands. Exhibitor registrations are issued for personal use only and cannot be shared with any person during the Conference. Access to the conference will only be granted to individuals who can produce their identification tags.
4. No children are permitted at the conference.
5. Access to the exhibition areas before or after hours can be arranged with the Venue security.
6. All stands must be staffed during conference times.

General

1. NAMA will encourage all delegates to visit the exhibition stands.
2. NAMA will have an information and registration desk 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.

Judges and delegates will vote for the Best Exhibitor based on the following criteria:

- Visual appeal
- Proactive engagement
- Uniqueness of the stand
- Useful promotional gifts
- Product/service offering well explained

The Exhibitor with the highest score wins!

The winner will be announced at the NAMA Gala Dinner on Friday, 16 October 2026.



Smoking, Food, and Beverage

1. The Venue is a smoke-free area. Smoking is allowed in designated areas only.
2. No alcohol is allowed to be brought onto the premises.
3. There will be a cash bar at the cocktail event and the gala dinner.
4. 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.

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 draw will take place during the last refreshment break of the day. 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 it with the NAMA Team before **30 September 2026**.

Programme and Presentations

1. The conference will comprise the following:
 - a. Two full days of Conference
 - b. Keynote Speakers
 - c. Motivational Speakers
 - d. Panel Discussion
 - e. Presentations by industry leaders in Community SchemesThe programme also makes provision for ample network opportunities and social interaction where knowledge and information can be shared.
2. Due to unforeseen circumstances, the programme may change. NAMA reserves the right to alter the venue and/or speakers. Any substitutions or alterations will be updated on our website and social media as soon as possible.





3. NAMA reserves the right to cancel an event if enrolment criteria are not met or when conditions beyond its control prevail. Every effort will be made to contact each Delegate/Exhibitor/Sponsor/Presenter if a programme is cancelled. If a programme is not held for any reason, NAMA's liability is limited to the refund of the programme fee only.
4. NAMA is not responsible for any loss or damage because of a speaker substitution, alteration, cancellation, or postponement of the Conference. NAMA shall assume no liability whatsoever if the Conference is altered, rescheduled, postponed, or cancelled due to a fortuitous Conference or unforeseen occurrence that renders performance of the Conference inadvisable, illegal, impracticable, or impossible. For purpose of this clause, a fortuitous event shall include, but shall not be limited to an Act of God; governmental restrictions and/or regulations; war or apparent act of war; terrorism or apparent act of terrorism; disaster; civil disorder, disturbance, and/or riots; curtailment, suspension, and/or restriction on transportation facilities/means of transportation; or any other emergency.

Accommodation & Activity Information

Accommodation is not included in the Conference fee. Each delegate is responsible for their own accommodation booking and cost.

Herewith accommodation information in the vicinity of the venue:

1. City Lodge Hotel Lynnwood
Lynnwood Bridge, Hilden Road, Lynnwood Manor, Pretoria, 0081
(012) 471 0300

Please advise Reservations at the City Lodge Hotel Lynnwood, you will be a NAMA conference delegate to receive the following negotiated accommodation rates:

Single @ R2 075 pp bed and breakfast

Sharing @ R2 325 per room bed and breakfast = R1 162.50 sharing per person

NAMA Group code: **NAMA2026/CLHL**



2. Accommodation websites:

- Casa Toscana
- The Capital Menlyn Maine
- Maslow Times Square
- Pierneef's Kraal Guest House
- The Capital Trilogy
- Hotel@Hatfield
- Hudson House Boutique Hotel
- Garden Court Hatfield
- Town Lodge Menlo Park

Contact Information

Delegate and Exhibitor Registrations

Vanida Moodley C 083 979 2488
Regional Coordinator

vanida@nama.org.za T (031) 534-3344

Cocktail, Gala, and Magazine Bookings

Zene van de Merwe C 064 770 4876
Administrative Coordinator

office@nama.org.za T (012) 567-1556

Speakers and Sponsors

Lizbe Venter
General Manager C 082 754 1621

gm@nama.org.za T (012) 567-1556

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