

# BOOKING FORM

## SPONSORSHIP, EXHIBITION AND ADVERTISING COMMITMENT FORM

Please complete this form and fax it to +27 (0)86 620 455 or email it to [marija@soafrica.com](mailto:marija@soafrica.com)

I hereby confirm our commitment as a  sponsor  exhibitor for the above mentioned conference as follows:

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

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

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

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

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

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

Mobile No.: \_\_\_\_\_

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

Commitment: \_\_\_\_\_

Sponsorship \_\_\_\_\_

Please book the following sponsorship package: \_\_\_\_\_

Package: \_\_\_\_\_ Value: R \_\_\_\_\_

Additional Opportunity Number:

Opportunity: \_\_\_\_\_ Value: R \_\_\_\_\_

Exhibition Stand:

Preferred Stand no.: \_\_\_\_\_ Second Preference: \_\_\_\_\_ Value: R \_\_\_\_\_

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

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

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

Print name:

(Please sign reverse of this form as well as acknowledgment of the terms and conditions)

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## SPONSORSHIP TERMS & CONDITIONS

1. Terms of payment
  - a. 25% deposit on confirmation to secure booking (non-refundable)
  - b. Further 25% payable by 28 February 2019
  - c. Balance (50%) payable by 31 July 2019
2. An invoice and sponsorship contract will be sent to you within 72 hours of receipt of Commitment Form.
3. Selection of sponsorship is on a first-come first-served basis.
4. The Commitment Form does not constitute a legal and / or contractual engagement. It only serves as an indication of intent to proceed with the chosen commitment.
5. Sponsorship however, is only confirmed on receipt of a signed contract and payment of the 25% deposit. ROI will be effected once this has been received.
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 sponsorship contracts are final and cannot be retracted.
8. The Conference Organising Committee reserves the right to decline sponsorship bookings.
9. The law of South Africa governs this contract.
10. The Conference Organising Committee reserves the right to amend the rules and regulations governing sponsorship at its discretion.
11. Logos must be provided in jpeg format and emailed to [marija@soafrica.com](mailto:marija@soafrica.com) within 24 hours of payment of deposit and signed contract to ensure that we are able to offer maximum exposure.
12. Cancellation policy:
  - a. All cancellations must be received by the Conference Secretariat in writing – to [marija@soafrica.com](mailto:marija@soafrica.com)
  - b. Cancellations received before 31 July 2019 will forfeit any deposits that have been paid.
  - c. Cancellations received after 31 July 2019 will be liable for the full value committed.

I accept these terms and conditions:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Company: \_\_\_\_\_