



EXHIBITION STAND BOOKING FORM

17 - 18 OCTOBER 2014

PRETORIA STATE THEATRE • GAUTENG • SOUTH AFRICA

BOOKING FORM

To reserve your exhibition space for the Hello Ambassador Creative Expo, please complete and email this booking form to helloambassador@gmail.com

| | | | |
|----------------------------------|--|------------------|--|
| Title | | First Name | |
| Surname | | Designation | |
| Company/Organisation/ project | | | |
| Postal Address | | Physical Address | |
| Postal Code | | Postal Code | |
| Company registration No. | | Phone No | |
| Cell No | | E-mail address | |
| Website address | | Twitter handle | |
| FB page/ group/ profile | | | |

* *This form can be* filled in by hand or digitally, as long as it is legible and the signature provided is original and not typed initials.

3. LOGO / VISUAL REPRESENTATION

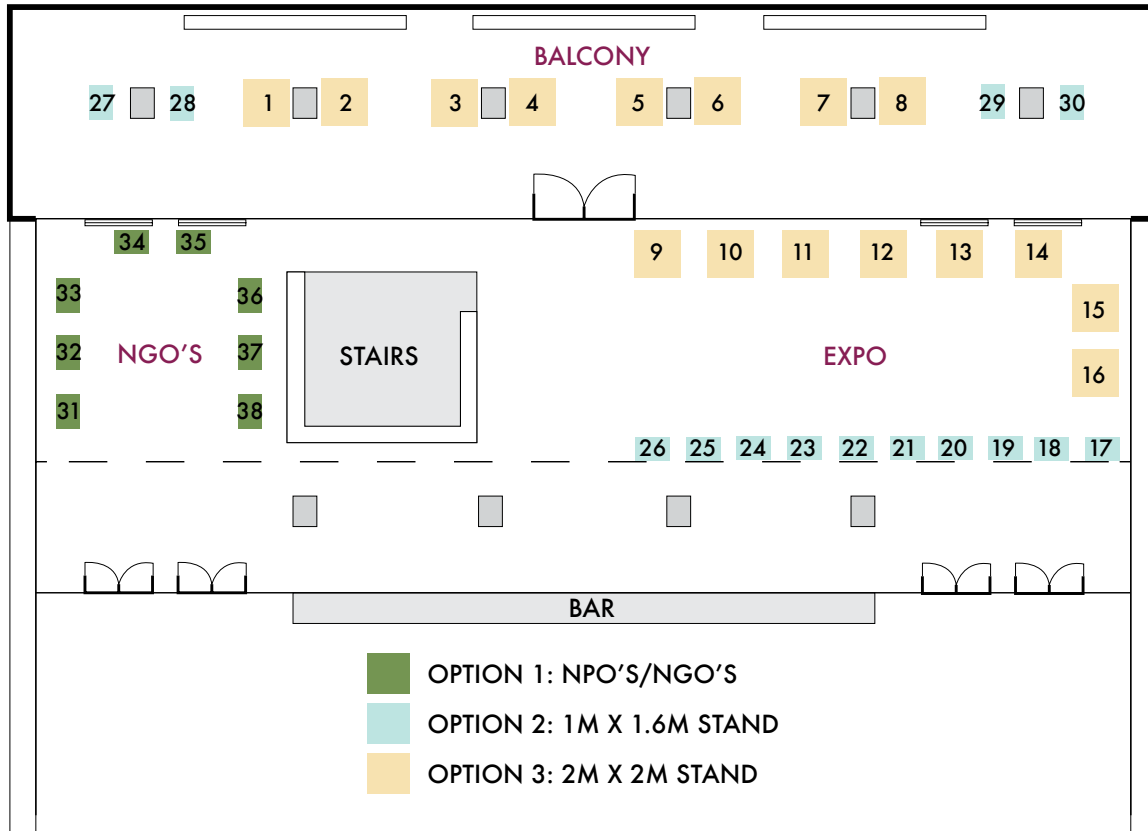
Please provide us with a jpeg, png or pdf of your company logo or any other visual representation that can be used to identify your organisation / project / initiative (attach with email).

4. EXHIBITION STAND OPTIONS

(please insert amount in box on left to indicate chosen stand option and amount of stands to be booked)

| Choice / amount | Option | Price (excl. VAT) |
|-----------------|---|-------------------|
| | Option 1: Community stall - 1m x 1.6m floor space | Free |
| | Option 2: Vendor stall - 1m x 1.6m floor space | R 650.00 |
| | Option 3: Expo stall - 2m x 2m wall/window space, 2m x 2m floor space and a 90cm x 2m table | R1,500.00 |

5. Please mark your choice of stand with a cross on the floor plan provided:



6. PLEASE SELECT REQUIRED EXTRAS: (insert amount in box on left to indicate stand option and number of stands to be booked)

| Amount | Extras | Price (excl VAT) |
|--------|-------------------|------------------|
| | Electricity point | R 350.00 |
| | Trestle Table | R 80.00 |
| | Stack Chairs (x2) | R 20.00 |

7. PAYMENT

- An invoice will be generated and emailed to the applicant upon receipt of this application form
- Please use the invoice number reflected on the invoice as reference when payment is made
- All payments must be made via EFT or teller transfer
- Proof of payment must be emailed to helloambassador@gmail.com
- Booking of exhibition stand will only be official once proof of payment has been received

8. BANKING DETAILS

| | |
|----------------|---------------------------|
| Bank | FNB |
| Branch code | 250655 |
| Account name | Hello Ambassador |
| Account number | 62491707108 |
| Reference | Please use invoice number |

NB: Please read the Terms and Conditions listed below and sign at the end of this document in the space provided. Unsigned forms will not be accepted.

TERMS AND CONDITIONS

As an Exhibitor in the Hello Ambassador Creative Expo, I hereby agree to conduct business in a professional manner, to observe the regular hours of the exposition, and to the following terms and conditions:

- 1.** Exhibitors will indemnify, defend, and hold Hello Ambassador and its contractors, partners, hosts and sponsors harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the Hello Ambassador conference and creative expo being held at Pretoria State Theatre, Gauteng, South Africa, 17 - 18 October 2014. Exhibitor agrees to make no claims whatsoever for loss, theft, damage, destruction of goods; nor for any injury to himself or employees while in the exposition quarters; nor for any damage of any nature, including damage to his business, nor for any loss resulting from labour disputes, acts of God or nature, or any action of any nature of Hello Ambassador. Force Majeure: In the event the Exhibit Space or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event as a result of wind, fire, flood, tempest, act of God or nature, or any other such cause or as a result of governmental intervention, malicious damage, acts of war, acts of terrorism, strike, lockout, labour dispute, riot or any other cause or agency over which the Organiser has no control, or should the Organiser decide that because of any such cause it is necessary to cancel, postpone, or relocate this exhibition, Hello Ambassador and its contractors, partners, hosts and sponsors shall not be liable to indemnify or reimburse the Exhibitor in any respect of any damage or loss, direct or indirect, arising as a result thereof.
- 2.** Although the exposition quarters will be locked and guarded over night, it is suggested that Exhibitors remove all valuables from Exhibition stand after closing time.
- 3.** All exhibits must be set up by 08:00 on the morning of 17 October 2014. Exhibition stands not set up and claimed by this time will be forfeited and may be reassigned by the Organiser at its discretion. Exhibitors will have access to the exposition quarters on 16 October from 12:00 - 17:00.

4. All exhibits must be on display for the full duration of the conference, from 08:00 - 18:00 on both 17 and 18 October 2014. All exhibits must be removed from the exposition quarters no later than 18:00 on 18 October 2014.

5. Regulations and Compliance: No explosives, fuel, combustibles, or hazardous materials, decorative materials neither fireproof nor flameproof, or any materials or substances deemed hazardous under applicable fire regulations may be brought into the exposition quarters. Exhibitor must observe all union regulations in force in the exposition quarters and use qualified personnel for services. All Exhibitor's equipment must meet requirements of all applicable electrical and safety codes.

6. Exhibitors are responsible for their own sales, float, salespersons, and promotional material. No speed points or mobile ATM's will be provided. The closest ATM is located in Sammy Marks Square.

7. No promotional material may be distributed outside the exposition quarters or in the conference area.

8. Upon submitting this registration form, the Exhibitor understands exhibition space is non-cancellable and agrees to adhere to the cancellation policy terms (No. 9). If the Exhibitor cancels, he/she will be charged at a minimum 50% of the published booth fee for the number of spaces contracted.

9. Cancellation, change of space, change of Exhibitor information, and refund policy: 15 October 2014 will be disqualified from the competition. group members and to coordinate sharing of the prize.

9.1. Exhibitor agrees to notify the Organiser in writing if it needs to change its booth size, change its company listing and/or contact information, as well as if it needs to cancel out of the show.

9.2. Written cancellation received by the Organiser more than 30 days prior to the opening date of the Expo, will be penalized with a cancellation fee of 50% of total booth cost. The remaining 50% will be refunded to the Exhibitor.

9.3. Written cancellation received after 30 days prior to the opening date of the Expo, will be penalized with the full amount of stand cost regardless of cancellation notification, and no refund will be made.

10. All material exhibited must be Exhibitor's own work. The Exhibitor warrants, on his/her behalf as well as on behalf of the other parties in the company / organisation, that all materials exhibited constitutes their own work, and that no use has been made of any proprietary business information, intellectual property, trademarks or confidential or copyright material, the rights to which vest in another party. Any kind of plagiarism will lead to immediate expulsion of Exhibitor.

11. The Exhibitor hereby indemnifies Hello Ambassador and its contractors, partners, hosts and sponsors, against any claim arising from any material used in the exhibition, by any party whose business information, trademarks, intellectual property or confidential or copyright material have been utilized by the Exhibitor without permission.

12. All Exhibitors agree to allow their names, logos, photographs, biographical information, online presence and reproduction of work exhibited to be used for publicity purposes, press releases, event presentations and publications, articles, graphics, slide shows, live presentations, promotional materials and for use on the related websites and social media platforms and for inclusion in the catalogue by Hello Ambassador before, during and after the expo and conference. No fees will be payable in this regard.

AGREEMENT

I hereby certify that all of the information provided in this registration form is true and correct to the best of my knowledge and belief. I acknowledge that I have read and agree to follow and be bound by the Terms and Conditions listed above.

Date

Signature of Exhibitor