



Christian Suppliers Exhibition 2018

EXHIBITOR BOOKING FORM

15-17 MARCH 2018

Company Name				
NGO or Company Registration No			Landline	
Contact Name				
Email			Mobile number	
VAT No		Postal Address for Invoice		
Description of product(s) at your stand (this is not optional). The items need to fit into the Christian Suppliers ethos.				
Stand Size	Stand No.	NGO Price (excl. VAT)	Company Price (excl. VAT)	Total
3 x 1		R 9,850	R11,850	
2 x 2		R10,850	R12,850	
3 x 3			R14,850	
3 x 4			R16,850	
Basic Package: Shell Scheme with carpeting. Two lights. 1 Plug. Trestle table with tablecloth and two chairs. Name on Fascia. Entrance for 2 people to man stand. Free parking. Booth photo x 1 taken by professional photographer.				
Name on Fascia:				
WORKSHOP SPONSORSHIP PACKAGE - R12,800 (excl. VAT) Limited to three				
<p>There will be a workshop area that will provide a platform for sharing what your church/organisation has been doing in the community.</p> <p>3 Spaces are allocated to the sponsor of the workshop on each day.</p> <p>Sponsorship includes:</p> <ul style="list-style-type: none"> Branding of the workshop area Sponsor logo promotion on all marketing and onsite collateral at each venue 3 x 1 stand included in package 				
AISLE BANNER SPONSORSHIP PACKAGE – R6500 (excl. VAT) Limited to two				
<p>Your logo will be displayed together with the Show logo on 50% of the aisle signage at the Expo. Attendees will look up and see your brand as they make their way through the aisles.</p> <p>3 x 1 stand included in package</p>				

ADVERTISING BOOSTER PACKAGES

DIGITAL MARKETING - R14,500 (excl. VAT) Only ONE

Your logo will be displayed together with the Show logo on ALL of the digital marketing advertising, including Facebook digital campaign, Joy magazine digital campaign, online church newsletters etc.
3 x 1 stand included in package

PRINT MARKETING – R15,500 (excl. VAT) Only ONE

Your logo will be displayed together with the Show logo on ALL of printed posters in Pretoria and JHB as well as the movable trailer boards in JHB.
Adverts in Joy Magazine. 3 x 1 stand included in package

RADIO MARKETING – R23,500 (excl. VAT) Only ONE

Your name will be mentioned on radio advertising on Jakaranda. Two week campaign prior to show.
3 x 1 stand included in package

Additional Items

Description	Quantity	Cost for 3 Days	Total
Sub Total			
VAT @ 14%			
TOTAL AMOUNT PAYABLE (incl. VAT)			

Number of EXHBITOR Badges required per day.	THURS	FRI	SAT	R FREE
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Please return this signed form to: info@christianexpo.co.za

I have read and agree to the Terms and Conditions of Booking for the Christian Suppliers Exhibition 2018.

Signed:		Date:	
Name in print:		Position:	

Please return this signed form to info@christianexpo.co.za

If you have any queries please do not hesitate to contact us on 011 268 1859.

WORKSHOP SCHEDULE

THURSDAY – 15TH MARCH 2018

TIME	TOPIC	CHURCH/NGO/MISSION ETC.
09:30 – 10:00		
10:15 - 10:30	SETUP	
10:30 – 11:00		
11:00 – 11:15	SETUP	
11:15 – 11:45		
11:45 – 12:00	SETUP	
12:00 – 12:30		
12:30 – 12:45	SETUP	
12:45 – 13:15		
13:15 – 13:30	SETUP	
13:30 – 14:00		
14:00 – 14:15	SETUP	
14:15 – 14:45		
14:45 – 15:00	SETUP	
15:00 – 15:30		
15:30 – 15:45	SETUP	
15:45 – 16:00		

FRIDAY – 16TH MARCH 2018

TIME	TOPIC	CHURCH/NGO/MISSION ETC.
09:30 – 10:00		
10:15 - 10:30	SETUP	
10:30 – 11:00		
11:00 – 11:15	SETUP	
11:15 – 11:45		
11:45 – 12:00	SETUP	
12:00 – 12:30		
12:30 – 12:45	SETUP	
12:45 – 13:15		
13:15 – 13:30	SETUP	
13:30 – 14:00		
14:00 – 14:15	SETUP	
14:15 – 14:45		
14:45 – 15:00	SETUP	
15:00 – 15:30		
15:30 – 15:45	SETUP	
15:45 – 16:00		

SATURDAY – 17th MARCH 2018

TIME	TOPIC	CHURCH/NGO/MISSION ETC.
09:30 – 10:00		
10:15 - 10:30	SETUP	
10:30 – 11:00		
11:00 – 11:15	SETUP	
11:15 – 11:45		
11:45 – 12:00	SETUP	
12:00 – 12:30		
12:30 – 12:45	SETUP	
12:45 – 13:15		
13:15 – 13:30	SETUP	
13:30 – 14:00		
14:00 – 14:15	SETUP	
14:15 – 14:45		
14:45 – 15:00	SETUP	
15:00 – 15:30		
15:30 – 15:45	SETUP	
15:45 – 16:00		

Thanks for deciding to book Exhibition space at the Christian Suppliers Exhibition 15-17 March 2018

We look forward to seeing you there!

By making a booking for a stand or a workshop area at the exhibition and paying a fee for the stand or workshop you as the **Exhibitor** are entering into an agreement between yourself/your company and the Christian Suppliers Exhibition (Pty) Ltd and agree to the following terms,

1. HOW DO I BOOK?

- 1.1 All Bookings must be made by completing the Exhibitors Booking Form which can be found on the CSE website at www.christianexpo.co.za. All completed forms must be sent to us at bookings@christianexpo.co.za.

2. WHAT ARE THE PAYMENT TERMS?

- 2.1 **Deposit:** For bookings made prior to 31 December 2017, a 50% deposit of the total Exhibitor Fee must be paid within 5 business days of confirmation of acceptance to reserve space. Applications submitted after 1 January 2018 must include full payment by electronic transfer to secure space.
- 2.2 **Exclusions from Exhibitor Fee:** The Exhibitor Fee does not include insurance, cleaning, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional material,

3. WHAT HAPPENS IF I WANT TO CANCEL A BOOKING?

- 3.1 **Cancellations/Refunds:** All cancellations must be submitted in writing. 50% will be refunded should you cancel 2 weeks prior to the event, 100% cancellation fee will be charged should you cancel 1 week prior to the event.
100% cancellation fee will be charged if the exhibitor is a “no show” In the event of an Act of God, natural disaster, fire, rain, wind, storm or any other unforeseen event or catastrophe, the CSE are not obliged to refund any part of Exhibitor Fee or other monies. All refunds are at the discretion of the CSE.
- 3.2 **Cancellation to be made in writing:** Any cancellations must be made in writing or by email to the Organisers via email to info@christianexpo.co.za

4. HOW ARE BOOTHS ALLOCATED?

- 4.1 **Allocation of booths:** Booths will be allocated on a ‘first come, first served’ basis.
- 4.2 **Alteration of Floorplan:** The CSE reserves the right to amend the floorplan or alter the exact location of the booths within the floorplan should it be necessary. Exhibitors will be notified.

5. WHAT ARE THE SPECIFICATIONS OF THE CONFERENCE BOOTH/SPACE?

- 5.1 Standard booth dimensions: There are two main sizes depending on your needs. They are 1 x 3 and 2 x 2 exhibition stand. Please note that this is included in each package is a shell scheme, two spot lights, plug point, your name printed on the fascia, trestle table with tablecloth and two chairs and carpeted.

6. WHAT ARE MY OBLIGATIONS AS AN EXHIBITOR?

- 6.1 **Responsibility:** It is the Exhibitor's responsibility to educate attendees about the industry/product/service they represent in the most positive, competent, articulate and professional manner possible. Business casual attire is appropriate (we recommend wearing comfortable shoes).
- 6.2 **Not Permitted:** Alcohol, illegal drugs, smoking, disruptive and/or disrespectful behavior are prohibited.
- 6.3 **General:** The Exhibitor must ensure that:
 - (a) walkways are kept clear at all times;
 - (b) the space is kept clean and tidy and free from rubbish at all times;
 - (c) business is conducted in an appropriate manner from the booth considering the Venue and the Exhibition
- 6.4 **Arrangement of displays:** The Exhibitor is required to arrange his/her/its displays so as to not obstruct the general view or conceal other exhibits. No signs or banners are to be placed outside of the booth assigned to each exhibitor. Exhibit personnel may not stand in the aisles or hand out materials, flyers or bags in the aisles of the Exhibition and must do so only within the allocated booth area.
- 6.5 **Disturbance:** Loud speakers, radios, televisions or the operation of any machinery or equipment which is of sufficient volume to be distracting to neighboring exhibitors or Conference attendees are not permitted. Public address systems used to attract the attention of visitors passing near the Exhibitor's booth are also not permitted.
- 6.6 **Displaying Products:** If the Exhibitor is displaying products or any material which is determined, in the CSE's discretion, to be inappropriate, including, for example, materials that are offensive, disparaging or discriminatory will be asked to remove its products or exhibit.
- 6.7 **Materials and Packing:** All materials used in the Conference must be non-flammable and nonconforming materials must be removed immediately from the Venue. All packing containers are to be removed from the Exhibition floor and must not be stored under tables or behind displays.
- 6.8 **No Substitution/Sublease:** No substitution of Booth members.
- 6.9 **Exhibitor responsible for own property:** The property of the Exhibitor is deemed to be under his/her/its custody, control and oversight at all times, including in transit to and from the Exhibition and within the confines of their booth. The booth, materials, displays and equipment should not be left unattended at any time. There will be security during the conference but it is still the exhibitor's responsibility to ensure there are no valuable goods lying around.
- 6.10 **Liability:** The CSE accepts no responsibility whatsoever for any loss of or damage to or theft of property (including materials, displays and equipment) belonging to the Exhibitor.

7. SET-UP/PACK-IN AND PACK OUT/DISMANTLING

- 7.1 **Set-up:** Set-up times will be sent through prior to the event, we will also be there to assist where required. The Exhibitor must take care when installing/dismantling his/her/its equipment and stand as not to cause damage to the Venue carpet, walls, floor and booths, including all panels, fascia and lighting.
- 7.3 **Couriers and transportation of equipment etc.** The Exhibitor is responsible for arranging couriers and transportation of exhibition equipment and exhibits to the conference
- 7.4 **Storage of equipment etc.** The Exhibitor must make his/her/its own arrangements for storage of exhibits and equipment prior, during and after the conference
- 7.5 **Responsibility for loss/damage if caused:** The Exhibitor will be solely responsible for the cost of remedying any damage and repairs howsoever caused to the Venue carpet, walls, floor and. All property damaged or destroyed by an Exhibitor must be replaced to its original condition at the expense of the Exhibitor.

8. WHAT ARE MY HEALTH & SAFETY OBLIGATIONS?

- 8.1 **Legal Compliance:** All exhibitions must meet current JOC requirements.
- 8.2 **Venue Compliance:** The Exhibitor must, at all times, comply with the Venue's regulations and policies including for example a strict a no smoking and any other laws applying to the Venue.

9. WHAT INSURANCE MUST I HAVE?

- 9.1 **Exhibitor to indemnify:** By completing and submitting the Exhibitor Application Form, the Exhibitor agrees to indemnify and hold harmless the CSE and the Venue from all claims, demands, damages, and liability of any kind, including loss, damage or destruction of property, breach of contract, injury, negligence, abuse or wilful misconduct on the part of any party.
- 9.2 **CSE does not insure:** Neither the CSE nor the Venue owners provides insurance for the benefit of exhibitors. Exhibitors who wish to carry insurance on their property or for any other purpose must do so at their own expense.

10. WHAT MARKETING OF THE CONFERENCE WILL BE DONE BY CSE?

- 10.1 **Official Programme:** The CSE will produce an official programme listing exhibitors for the conference and will feature all exhibitors on the CSE website. All information received on the Exhibitors registration form will be used as is, should there be an error on the registration form, the CSE will not be held liable. The CSE gives no warranty as to the type or extent of the promotion of the Conference or as to attendance numbers at any Venue.
- 10.2 **Consent to use image:** By making a booking for a space the Exhibitor gives consent to the the CSE to take and use photographs, images and any video footage of the Exhibitor, or the space during the EXHIBITION for any of the CSE promotional purposes in perpetuity in any media without any payment to the Exhibitor.
- 10.3 **Exhibitor use of photos etc. for marketing purposes:** The Exhibitor is permitted to take a reasonable number of photographs for his/her/its own promotional and marketing use provided that the Exhibitor does not infringe the CSE's intellectual property rights it holds in connection with the Conference.

11. WHAT HAPPENS IF I BREACH THESE TERMS AND CONDITIONS?

- 11.1 **Unsuitable exhibits:** The CSE has the right to prohibit, prevent or remove any part of any exhibit deemed unsuitable or inappropriate for the purpose of the Exhibition.
- 11.2 **Failure to comply:** In the case of any failure of any Exhibitor to comply with these terms and conditions, the CSE may cancel the Exhibitor's booking or may, during the staging of the Exhibition, eject any Exhibitor from the Venue. No refund or compensation will be payable to the Exhibitor if cancellation or expulsion occurs.
- 11.3 **Consequences of ejection:** If the Exhibitor is ejected from the Venue, or their booking is cancelled, the Exhibitor will then be prohibited from occupying any booth space. If the Exhibitor is at the time occupying a booth, the Exhibitor must immediately remove all his/her/its exhibits from the Venue in accordance with the CSE's directions. The Exhibitor will be responsible for all costs incurred by the Exhibitor and the CSE in enforcing this clause 12.

12. GENERAL

12.1. **Alterations to terms and conditions:** The CSE reserves the right to alter these terms and conditions at any time and for any reason.

ACCEPTANCE: The Exhibitor has read the terms and conditions and understands that this agreement is legally binding between the CSE and the Exhibitor.

Thank you for reading. By agreeing to these terms and conditions you will help to ensure a great Christian Suppliers Exhibition experience for everyone involved.