



Christian Expo

15-17 March 2018

Heartfelt, Pretoria

EXHIBITOR BOOKING FORM

Company Name				
NGO or Company Registration No			Landline	
Contact Name				
Email			Mobile number	
Twitter Address		Facebook Page		
Please provide us with a high res logo and a blurb for the Exhibition website to link back to your website.				
VAT No		Postal Address for Invoice		
Stand Size	Stand No.	NGO Price (excl. VAT)	Company Price (excl. VAT)	Total
3 x 1 and 2 x2		R 6,850	R10,850	
3 x 4	B1	R11,850	R14,850	
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 and link to your website included on exhibition website.				
Name on Fascia:				
WORKSHOP SPONSORSHIP PACKAGE				
There will be 3 workshop areas that will provide a platform for sharing what your church/organisation has been doing in the community. Sponsorship includes: Branding of the workshop area 3 Speaking slots allocated to the sponsor on each day. Sponsor logo promotion on all marketing and onsite collateral at each venue 3 x 1 stand included in package				
Workshop 1 – Sponsored by Accelerated Education Enterprises				
Workshop 2 – Hear the Word 500 pax R45,850 (excl. VAT)				
Workshop 3 – Inspiration Workshop 80 pax R25,850 (excl. VAT)				
AISLE BANNER SPONSORSHIP PACKAGE – R16,850 (excl. VAT) Limited to two				

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. Name and link to your website included on exhibition website.

3 x 1 stand included in package

ADVERTISING BOOSTER PACKAGES

DIGITAL MARKETING – R20,550 (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. Name and link to your website included on exhibition website.

3 x 1 stand included in package

PRINT MARKETING – R28,550 (excl. VAT) Only ONE

Your logo will be displayed together with the Show logo on ALL of printed posters in Pretoria and JHB. Name and link to your website included on exhibition website.

3 x 1 stand included in package

RADIO MARKETING – R41,550 (excl. VAT) Only ONE

Your name will be mentioned on radio advertising on Jakaranda Radio. Two week campaign prior to show. 2 of your own radio adverts included in package. Name and link to your website included on exhibition website.

3 x 1 stand included in package

CHURCH NEWSLETTER MARKETING – R18,550 (excl. VAT) LIMITED to TWO

A combination of weekly and monthly adverts will be place in a minimum of 20 church newsletters across different denominations focusing on Gauteng and in some cases Southern Africa.

Additional Items (please see the furniture list from Scan that is separate)

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

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

Signed:		Date:	
Name in print:		Position:	

NOTE: 50% of invoice amount to paid on booking and 50% to be paid prior to 31 January 2018.

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

If you have any queries please do not hesitate to contact us on 010 213 4005.

R10 from each ticket sold will be donated equally to the following charities, as well as each receiving a free stand:



Open Doors
Serving persecuted **Christians** worldwide



Hospice Wits
no end to caring



CHOC
Childhood Cancer Foundation
South Africa
Keeping more than hope alive

WORKSHOP SCHEDULE

Three separate workshop rooms will run consecutively throughout the duration of the Christian Expo.

Workshop A

Building & Caring for a Church – for three days will provide church focused topics:

- how to plant a church
- what to look for when renting or purchasing buildings/land
- tips on maximizing social media results etc.
- how to start a school affiliated to a church

Workshop B

Hear the Word – for three days will provide church leaders from different denominations with opportunities to preach.

Panel discussions on:

- youth suicide
- drugs and alcohol
- Christianity in business

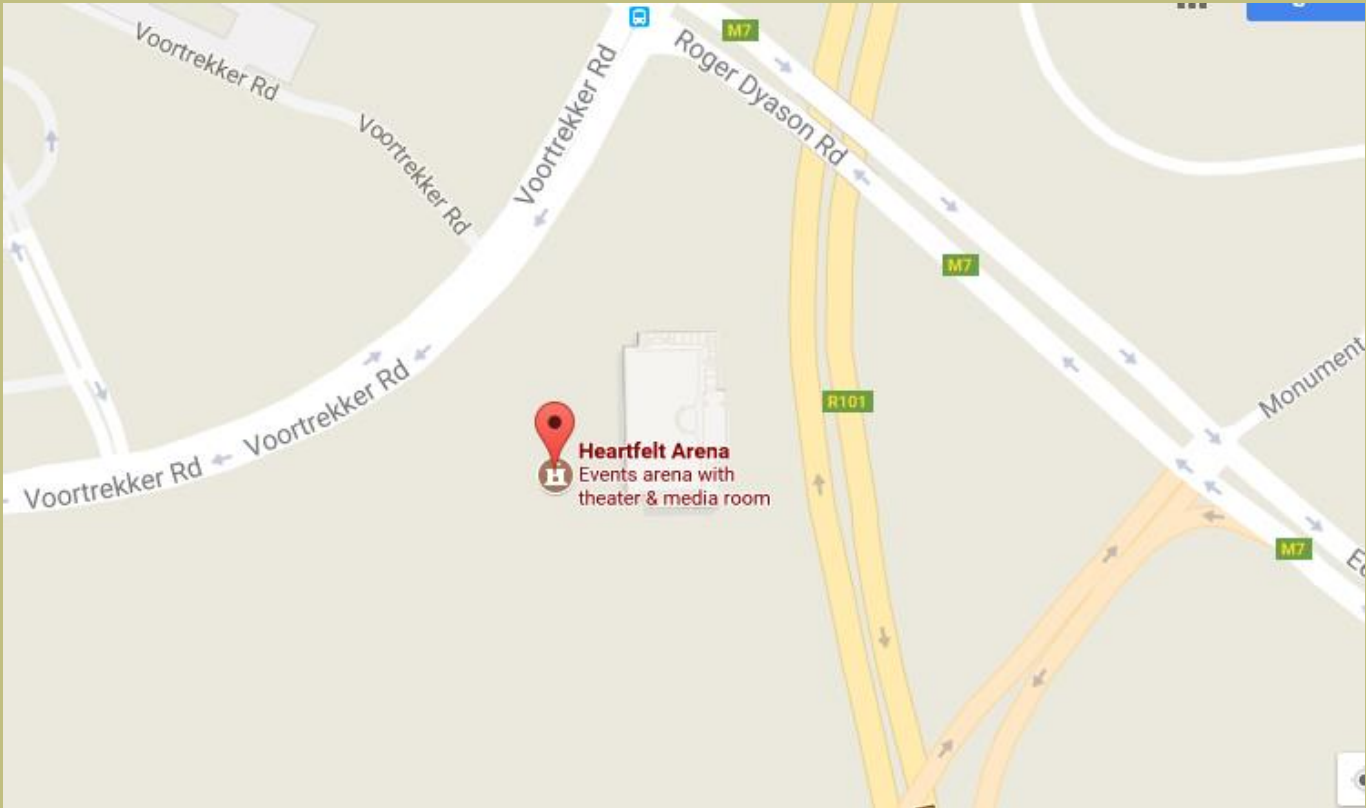
Workshop C

Inspiration Workshop - for three days will provide visitors with an opportunity to:

- Watch inspirational Christian movies
- Demonstration on bible journaling
- Tips on how to select a Christian school for your children
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LIVE ENTERTAINMENT

Heartfelt Arena Pretoria.



Thanks for deciding to book Exhibition space at the Christian Expo 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 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, loading and handling of equipment, staff, telephones, exhibit dressing, advertising or promotional Material unless otherwise stipulated in other booster packages available.

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 CE are not obliged to refund any part of Exhibitor Fee or other monies. All refunds are at the discretion of the CE.
- 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 CE 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 EXHIBITION BOOTH?

- 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 included in each package is a shell scheme, two spot lights, plug point, your name printed on the fascia, as well as a trestle table with tablecloth and two chairs and carpeted stand.

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 neighbouring exhibitors 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 CE'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 exhibition 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 exhibition but it is still the exhibitor's responsibility to ensure there are no valuable goods lying around.
- 6.10 **Liability:** The CE 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 CE 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 **CE will have personal injury insurance but does not insure:** Neither the CE 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 HAPPENS IF I BREACH THESE TERMS AND CONDITIONS?

- 10.1 **Unsuitable exhibits:** The CE has the right to prohibit, prevent or remove any part of any exhibit deemed unsuitable or inappropriate for the purpose of the Exhibition.
- 10.2 **Failure to comply:** In the case of any failure of any Exhibitor to comply with these terms and conditions, the CE 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.
- 10.3 **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 CE's directions. The Exhibitor will be responsible for all costs incurred by the Exhibitor and the CE in enforcing this clause 12.

11. GENERAL

- 11.1. **Alterations to terms and conditions:** The CE 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 CE 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.