



EXHIBITION STAND REGISTRATION FORM
SAEE Eastern Cape Energy Efficiency Conference 2012
19 April 2012
Elizabeth Place • Port Elizabeth • South Africa

Address: (Eastern Cape Branch) Postnet Suite 282 Private Bag X13130 Humewood Port Elizabeth 6013	Contact Details: Tel: +27 41 367 1041 Fax: +27 41 367 1041 E-mail: sales@sae.org.za/media@sae.org.za	Reg. No NPO-038-415
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To reserve your exhibition space for the SAEE Eastern Cape EE Conference 2012 please complete and fax this registration form to +27 (0) 86 5127122

EXHIBITORS INFORMATION:					
Title:				First Name:	
Surname:				Designation:	
Student:	YES	NO	Institution:		
Company / Organisation:					
Postal Address:				Physical Address:	
Postal Code:				Postal Code:	
Company VAT No:				Phone No:	
Cell No:				Fax No:	
E-mail address:				Website address:	

1. Exhibition Stand Options

(Please mark relevant category with "X")

	GOLD PACKAGE consisting of:	R7,000.00
	Exhibition Space (2m x 3m) Speaker – upon approval 4 x Delegate Passes 2 x Banners in the foyer / entrance of Elizabeth Place venue Your logo on the conference program 1 x Brochure in delegate bag Pre-show industry recognition	
	SILVER PACKAGE	
	Price for SAEE Non-Members	R5,000.00
	Discounted price for SAEE Corporate Members	R4,400.00
	Exhibition Space (2m x 3m) 3 – 5 min 'Product Awareness' / Advertising Slot at the conclusion of the Conference 2 x Delegate Passes Your logo on the conference program 1 x Brochure in delegate bag Pre-show industry recognition	
	BRONZE PACKAGE	
	Price for SAEE Non-Members	R3,300.00
	Discounted price for SAEE Corporate Members	R2,900.00
	Exhibition Space (2m x 3m) 1 x Delegate Pass Your logo on the conference program Pre-show industry recognition in SAEE newsletter	

PAYMENT:

- ❖ The Southern African Association for Energy Efficiency (SAEE) is a Non-Profit organization and is not registered for Value Added Tax. (NPO No: 038-415)
- ❖ An invoice will be generated upon receipt of the application form
- ❖ **Please use the invoice number reflecting on the invoice as reference when payment is made**
- ❖ Please note, bank charges are for your OWN account and this should be stipulated to your bank.
- ❖ Please advise your bank that the charges should be included in your deposit amount;
- ❖ A copy of the bank deposit receipt must be posted to the SAEE at PostNet Suite 148, Private Bag X1277, Potchefstroom, 2520, South Africa or faxed to +27 (0) 86 512 7122

Payable to	SAEE	Bank	ABSA
Branch code	633556	Swift code	
Account name	SAEE	Account number	4064233500
Reference	Your invoice number / company name / surname as referenced on the deposit slip		

Please do NOT include this page with fax return

CONTRACT TERMS

PLEASE PRINT AND RETAIN A COPY FOR YOUR OWN RECORDS

**SAEE EASTERN CAPE ENERGY EFFICIENCY CONFERENCE 2012
19 APRIL 2012
Elizabeth Place • Port Elizabeth • South Africa**

As an Exhibitor in the Conference, we hereby agree to conduct business in a professional manner, to observe the regular hours of the Conference, and to the following terms and conditions:

1. Exhibitors will indemnify, defend, and hold the Southern African Association for Energy Efficiency (SAEE), and its contractors, show hosts, sponsors, and co-sponsors, and Elizabeth Place harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the "Association's" conference being held at Elizabeth Place, Port Elizabeth, South Africa, 19 April 2012. 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 Conference 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 SAEE. Force Majeure: In the event the Exhibit Foyer or any part of the exhibit area thereof is unavailable whether for the entire Conference, or a portion of the Conference 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 Conference Management has no control, or should Management decide that because of any such cause it is necessary to cancel, postpone, or resite this conference, SAEE, Conference Management, Host, 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. Upon submitting booth contract we understand booth space is non-cancellable and we agree to adhere to the cancellation policy terms (No. 5). If we cancel, we will be charged at a minimum 50% of the published booth fee for the number of spaces we have contracted.
3. All exhibits must be set up prior to the conference start of 8am on 19 April 2012. Booth space not set up and claimed by 8am prior to the conference opening will be forfeited and may be reassigned by Conference Management at its discretion. For booth space that needs set up the day before, a fee of R300 per hour will be payable to Elizabeth Place.
4. 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 Exhibit Foyer. Exhibitors must observe all union regulations in force in the Exhibit Foyer and use qualified personnel for services. All Exhibitor's electrical, pneumatic, and hydraulic equipment must meet requirements of all applicable electrical and safety codes.
5. Cancellation, change of space, change of Exhibitor information, and refund policy:
 - a) Exhibitor agrees to notify Conference Management in writing if it needs to change its company listing and/or contact information, as well as if it needs to cancel out of the Conference.
 - b) Written cancellation received by Exhibit Manager more than 14 days prior to the opening date of the show, cancellation fee of 50% of total booth cost (including Internet ad if applicable) will be assessed.
 - c) Written cancellation received within 10 days prior to the opening date of the show, cancellation/penalty fee of full amount of booth cost (including Internet ad if applicable) will be assessed regardless of cancellation notification, and no refund will be made.
 - d) Written cancellation received less than 7 days prior to the opening date of the show, total payment for the booth space (including Internet ad if applicable) is due regardless of cancellation notification, and no refunds will be made.
 - e) Exhibitor agrees to immediately notify SAEE Conference Management in writing prior to the Conference of any changes in company profile. Upon submitting the reservation/contract form, exhibiting company is liable for payment for applicable booth space fee.