

Actuarial Society of South Africa – Convention 2012 Exhibition Guide

EXHIBITION VENUE

The Ballroom, Cape Town International Convention Centre

EXHIBITION HOURS (provisional – dependent on the final programme)

Tuesday, 16 October 2012

07h00 – 18h00

Wednesday, 17 October 2012

07h00 – 16h00

STAND PRICE AND SPECIFICATIONS

R15, 000.00 (excl VAT)

Specifications:

3.0 m wide by 2.0 m deep

Includes:

Basic shell scheme; fascia board (white with black lettering); plug point (15 amp single phase); spot lighting; overall security of complex; general illumination; 2 exhibitor badges (includes lunches and refreshments, excludes conference sessions); listing in conference handbook and a listing on conference website.

The price for the stand includes both hire of floor space and provision of a shell scheme which will be automatically supplied unless specified to the contrary. No discount is available to exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any “designer stands” must first be approved by the Convention Organisers.

SET-UP AND BREAKDOWN

Exhibitors may begin setting up their stands at 16h00 on Monday, 15 October 2012 to be ready for 07h00 on Tuesday, 16 October 2012.

NOTE: The exhibition is not open to delegates until 07h00 on Tuesday, 16 October 2012.

Breakdown may begin at 16h30 on Wednesday, 17 October 2012 and NOT BEFORE. All materials must be removed from The Ballroom, Cape Town International Convention Centre by 19h00 on Wednesday, 17 October 2012.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Convention Organisers at the exhibitor’s expense.

EXHIBITOR BADGES

Each stand includes exhibitor badges for 2 staff. Exhibitor badges allow access to all lunches and refreshment breaks, and the exhibition. Exhibitors are asked to ensure that all personnel are properly

registered with the Convention Organiser in advance of the conference. Casual visitors are not allowed.

From the opening of the exhibition at **07h00 on Tuesday, 16 October 2012**, staff will not be admitted into the conference area without an official exhibitor badge.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

STAND BUILDERS

All exhibitors engaging stand builders in connection with their exhibits must provide the Convention Organiser with names and contact details of their appointed stand builders. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this guide.

FURNITURE

All furniture is to be supplied by the appointed stand builders. The full schedule of items that can be obtained directly from them will be made available in due course.

PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the Cape Town International Convention Centre.

CARPETS

The Ballroom is carpeted throughout. Any exhibitor wanting to lay any other form of floor covering on a stand must obtain the approval of the Convention Organiser. Any damage to the Cape Town International Convention Centre by individual stand holders will be charged to individual stand holders.

BANNERS

The hanging of banners is NOT permitted within the exhibition area other than on exhibition stands.

CATERING

The Cape Town International Convention Centre has exclusive catering rights on the property. Any exhibitor wishing to serve food and drink at their stand is invited to make arrangements directly with the Convention Organiser.

EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their corporate logo for inclusion in the conference handbook. This handbook will be combined with the conference programme and will be given to all delegates at the conference. The information submitted will also be put onto the conference website. This information must be submitted to the Convention Organiser as soon as possible for website inclusion.

INSURANCE AND SECURITY

Neither The Cape Town International Convention Centre nor the Convention Organiser take any responsibility for loss of or damage to exhibition stand material, equipment and exhibits. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of Exhibitors is drawn to the terms and conditions of contract enclosed in this guide.