




Application to Exhibit
14th DEA Air Quality Governance Lekgotla & 2019 NACA Conference
1 – 4 October 2019 | Protea Hotel Stellenbosch | Technopark | Western Cape

Name of Organisation						
Representative Name						
Division						
Position						
Contact details	Telephone		Fax			
	Email		Website			
Postal address						
		Postal code				
Description of the Exhibition						
<p>Three stand sizes are available at Air Quality Week 2019. (Please see the attached exhibition stand plan)</p>						
	Stand – Numbers: 1	3.5m	2m	R 7 900.00 EXCL. 15% VAT		
	Stand – Number: 12	3m	Wide	2m	Deep	R 6 900.00 EXCL. 15% VAT
	Stand – Numbers: 2 - 11	2.5m		2m		R 5 900.00 EXCL. 15% VAT
WHAT DOES THE EXHIBITION FEE INCLUDE?						
THE EXHIBITION PACKAGE INCLUDES						
<p>The Exhibition Stand:</p> <ul style="list-style-type: none"> • Shell scheme, for the duration of Air Quality Week (1 – 4 October 2019): • White shell scheme structure (whichever size you have selected and paid for) • White fascia board with black vinyl lettering (Approx. 20 letters) • 1 x Plug point • 2 x Spotlights • 1 x Trestle table (with black tablecloth) and 2 x Chairs <p>The exhibition stand rate excludes exhibition staff to man the stand – Please see below for more details.</p>						
<p>DEA: Air Quality Governance Lekgotla 1 – 3 October 2019</p> <ul style="list-style-type: none"> • All tea/coffee breaks and lunch • (Only delegates registered to attend the DEA Lekgotla may attend these sessions. Registration for the NACA conference does not include these days) <p>Joint DEA/NACA Workshop on 3 October and the 2019 NACA Conference 3 – 4 October 2019</p> <ul style="list-style-type: none"> • Attendance of the joint DEA/NACA Workshop and all meals & beverages offered to delegates on the day • NACA Conference including all delegate benefits and events. • Conference bag with programme and electronic copies of papers, session attendance and Braai dinner. (The Ice-breaker cocktail should this event take place– pending sponsorship) 						

THE EXHIBITION PACKAGE EXCLUDES			
The exhibition stand rate excludes:			
<ul style="list-style-type: none"> • Exhibition staff to man the stand • All staff to be registered and paid for via the NACA Conference online registration system at www.naca.org.za. • <u>The Early Bird and Standard Rate registration fees also apply to exhibition staff</u> – (please ensure you register and pay by 31 August 2019 – to qualify for the Early Bird rate). • All registration fees are due by 1 September 2019. 			
Reservation of Stand Nr	Indicate your preferred stand number as per the attached Exhibition layout (1 st and 2 nd Choice)		
Names of staff members who will man your stand – this information will be confirmed against persons registered on the system to man the stand. (Substitutions can be made up until 29 September 2019)	1.		
	2.		
	3.		

Logistical Arrangements, Security and Stand Reservation:

Security:

In addition to the venue's standard security the exhibition venue will be locked at 22:00 daily for the duration of the exhibition. When renting a stand for the 2019 NACA Conference you acknowledge that the venue and its staff, conference organisers and the National Association for Clean Air take no responsibility for the loss damage to exhibitors' goods during set-up or exhibition break-down and for the duration of the conference. Please ensure that you are sufficiently covered by your own short-term insurance.

Set-up Time:

All exhibition set-up should be completed by no later than 07h30 on **Tuesday, 1 October 2019** before the arrival of delegates at 08h00. The exhibition venue will be available for set-up from **Monday, 30 September 2019 at 22h00** (The set-up time may change to earlier in the day – in which case exhibitors will be advised accordingly).

Reservation of Stand Number:

You may select and reserve any of the 12 available stands as per the attached floor plan. **Please note:** Stand location is only confirmed upon receipt of payment. Stands will be confirmed on a first come, first serve basis. An updated floor plan will be distributed to interested parties on request.

BOOKING FORM

ORGANISATION NAME:			
VAT NUMBER:			
PREFERRED STAND NO:			
Name and contact details of person responsible for your exhibition stand:		Cell No	
ITEM	PRICE	TOTAL	
Exhibition Stand Fee:			00
		Sub Total	00
		15% VAT	
		TOTAL	

On completion, please fax or email a copy of the NACA Exhibition Application form to the Conference Secretariat:

Ms Bev Terry e-mail: bev@naca.org.za

Please Note:

1. Applications will be processed and requested stand numbers reserved.
2. A Pro-Forma Invoice will be generated for completed applications only.
3. Exhibition will be confirmed in writing once NACA receives all monies due in respect of this booking and staff registered and paid for to man the stand.

For any queries, please contact:

Ms Beverley Terry
Cell: 071 683 9770