



## **ISAPS OFFICIAL COURSE, 23-25 MARCH 2018**

**The Lord Charles Hotel, Somerset West, Cape Province, South Africa**

### **INFORMATION FOR EXHIBITORS**

Planning is well underway for the ISAPS Official Course scheduled for 23-25 March 2018 at the NH The Lord Charles Hotel, Somerset West, Cape Town.

This is an important document with all the information relating to your participation at the event. Please ensure that you read through the entire document and also that you share this with your stand builders.

#### **NEW ISAPS WEBSITE**

The organising committee is proud to announce that a new website has been designed and is running smoothly. Please log on to [www.isapscourse.co.za](http://www.isapscourse.co.za) for all information regarding this upcoming event. The website will continuously be updated with information and you are kindly requested to check all the latest information online.

#### **BUILD-UP OF STANDS**

Thursday 22 March 2018 from 06h00-23h00 (strictly)

Stand builders are responsible for cleanliness and will be liable for damages caused whilst building, constructing and/or offloading. Please take other stand builders and exhibitors' equipment into consideration. Should the trade set up their stands late or breakdown/strike early, the congress organising committee will have the right to impose penalties.

#### **BREAK-DOWN OF STANDS**

Sunday 25 March 2018 after lunch

#### **DIMENSIONS & HEIGHT RESTRICTIONS OF STANDS**

All stands = 3m x 2m

Please check the height restrictions on the floor plan.

#### **RATE PER STAND**

R33,000-00 each. No VAT is charged.

Booth space only is sold. No structure. All companies to organise their own structure.

This floor plan is drawn to scale as far as possible but neither the congress organisers nor ISAPS SA nor any affiliated parties accept any responsibility for deviations that may occur on site.

#### **SPONSORSHIP OPPORTUNITIES**

The following sponsorship packages provide a high degree of flexibility, combining a number of traditional branding elements with value-added opportunities for addressing the conference attendees and communicating a corporate message.

### 1. AUDIOVISUAL

In exchange for covering the costs of audio-visual equipment and set-up:

- One exhibition stand fee is waived
- Sponsor's advertisement on the screen in main congress venue
- Company logo on the congress website
- Company logo and mention of sponsorship in congress brochure

### 2. CONGRESS BROCHURE

In exchange for covering the printing costs of the A4 colour brochure (± 25-30 pages):

- One exhibition stand fee is waived
- Sponsor may place 5 colour A4 advertisements within the brochure
- Company logo on the congress website
- Company logo and mention of sponsorship in congress brochure

### 3. REGISTRATION DESK AND PACKAGES

In exchange for supplying or covering costs of congress bags, name badges and lanyards, stationery (pen, paper and envelopes), registration furniture and other items needed:

- One exhibition stand fee is waived
- Company logo on the congress website
- Company logo and mention of sponsorship in congress brochure

Please contact Hendrika van der Merwe, Congress Organiser.

### STORAGE

No storage facilities will be available before build-up date (22 March 2018). Please arrange for your deliveries to be delivered to the congress venue on 22 March 2018. Please ensure that all items are clearly marked and include the below information:

Event Name	ISAPS COURSE 2018
Your company	xxxx
Your stand number	xxxx
Venue address	The NH Lord Charles Hotel Somerset Suites Cnr. Broadway Blvd and Main Road Somerset West 7130
Attention	Cherelle Economon
Telephone	(021) 851040
Email	<a href="mailto:c.economon@nh-hotels.co.za">c.economon@nh-hotels.co.za</a>

The Cloetenberg Room will be available to the trade for storage purposes during the event. It is your responsibility to remove all items at the end of the congress.

### FLOORING

The main exhibition area is carpeted. However, you may lay your own flooring of choice. Please note that no nails are allowed. Any damage will be to the account of the applicable company.

### SAFETY & HEALTH REGULATIONS

The congress venue does not have any specific health and safety guidelines. However, we request that all standard health & safety regulations be adhered to.

All custom stands are to submit technical drawings to the venue (Cherelle Economon) for approval prior to build up. Please forward plans to Cherelle Economon on [c.economon@nh-hotels.co.za](mailto:c.economon@nh-hotels.co.za).

## **ELECTRICITY REQUIREMENTS**

Each stand will be supplied with an electrical plug point (single phase 15 Amp). Please do not overload your plug point. Please bring your own extensions and adaptors as these are not available to borrow or buy on site.

## **CONTACT DETAILS & DELIVERY DETAILS**

The exhibitor is responsible for ensuring that the expo or courier company makes the appropriate arrangements and provides adequate labour so that move-in and move-out of the trade exhibition area is as smooth as possible. The organisers do not provide staff to off load trucks or provide for set up.

## **RULES AND REGULATIONS**

**Please ensure that the space rental and all services are paid for in full by due dates.** No exhibitor stand building company will be granted access to the trade hall until all outstanding accounts have been settled.

No trade companies that is not an exhibitor at the congress or a sponsor, or has been issued a valid access badge, will be allowed access to the trade hall.

No photography or video recording of the trade hall or conference sessions is allowed without the express permission of the ISAPS committee. Please note that this is a private meeting and not open to the public.

## **GENERAL RULES & REGULATIONS**

- No electrical sawing, grinding to take place in exhibition area or foyers
- No hot works (e.g. welding, soldering, cutting and brazing) to take place in exhibition area or foyers
- No painting is allowed in the exhibition area or foyer area unless cover sheets are placed to prevent damage to the carpet
- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building without prior knowledge or consent from the venue and the organising committee. This includes any equipment or device whatsoever which would be affixed to or suspended from any structure of the building and includes attachments that would damage any surface or structure in any part of the building
- The organisers are not agents for either exhibitors or subcontractors and can accept no liability in respect of any contract entered into between exhibitors and subcontractors for the negligence or default of any such persons, their servants or agents

## **BEVERAGES AND CATERING AT YOUR STAND**

Please contact Cherelle Economon at the hotel – email [c.economon@nh-hotels.co.za](mailto:c.economon@nh-hotels.co.za) – for food or beverage items that can be ordered for your stand and will be for your own account. Please note that you may not bring in your own food and beverage and all orders should be supplied via the venue. All food and beverage orders to be paid in full before the event.

Cutlery and crockery for coffee stands will be for your own arrangements and will not be provided by the venue.

## **STAND CLEANING**

A pre-clean of the area prior to the opening of the exhibition will be provided. Thereafter the general area will be cleaned but not the stands themselves. All exhibitors are responsible for the cleaning of their own stands at your own cost.

## **SCIENTIFIC PROGRAMME**

You will be supplied with the final scientific programme in your congress packs. Alternatively you can find the latest version on the website [www.isapscourse.co.za](http://www.isapscourse.co.za). The programme will be continuously updated and is subject to change at any time without prior notification.

Please refer to the scientific programme for congress opening times and refreshment break times.  
Please ensure that your stand is open during all refreshment breaks.  
Congress session dress code is business casual.

#### **REGISTRATION FOR TRADE**

Each booth includes a maximum of 2x trade personnel. Should additional badges be required, these can be purchased at R3250.00 (no VAT is charged) for the duration of the congress. A maximum of 3x additional persons per stand (total of 5) is allowed. Badges are interchangeable as only names of exhibiting companies are indicated and not the names and surnames of attending personnel. For security reasons all trade personnel will be required to wear their name badges at all times.

#### **ACCOMMODATION RESERVATIONS**

A block reservation has been made at the NH The Lord Charles Hotel. Please visit the website to make your booking directly with the hotel.

Please also organise own transport/transfer if staying off site or requiring transfers from the airport.  
You are responsible for the settlement of your hotel bill.

#### **LIABILITY AND INSURANCE**

Exhibitors are reminded to insure their own equipment adequately for the duration of the event. Neither the congress organisers, the ISAPS nor the conference venue will be responsible for any loss, theft or damage caused in any manner whatsoever. The congress organisers strongly recommend that exhibitors check that they have adequate cover for the duration of the exhibition.

At the close of the exhibition each day and before leaving the stand, exhibitors must make certain that there are no potential fire hazards on their stands and that all valuables are removed. Lights and power should all be turned off at the stand mains and equipment should be double checked for safety purposes.