

2020 SASAE
CONFERENCE



EXHIBITION GUIDELINES AND INFORMATION

2020



SASAE



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1. Introduction

Dear Exhibitor,

We are very happy to welcome you to SASAE Conference 2020.

We would like to thank you once again for your participation and support.

Below you will find the official SASAE Exhibitor Guidelines in which we detail all information related to the exhibition. We kindly ask you to read the manual carefully and follow the steps. This will help avoid any potential problems and additional costs.

We hope that the exhibition will contribute positively towards the conference. The content of the exhibition stands should therefore contribute directly or indirectly to the central theme of the conference: *Facilitation for development in agricultural extension*.

For questions or comments please contact us at secretariat@sasae.co.za or 051 401 2782.

We are looking forward to seeing you in Paarl and sharing this experience with you!

SASAE Conference Organising Committee

2. General rules

Participation of all exhibitors depends on compliance with all rules, regulations and conditions stated herein. The SASAE Conference Organising Committee is the official organiser of the 2020 SASAE Conference (hereinafter: “The Organiser”). The Organiser has the final say on all content of the table tops. Exhibitors are not to share any space allocated to them with others without prior written consent by the Organiser.

3. Assignment of exhibit space

A defined number of table tops is assigned to Premium Sponsors. The remaining spaces are available to any interested party upon request.

3.1. General Information

The SASAE Conference will take place at Ashanti Estate in Paarl, Western Cape from the 6-9th July 2020.

Table tops will be located according to available space – this will be communicated with Exhibitors later.

One table top includes: 1 table, 2 chairs and access to electricity.

3.2. Pricing Information and Application Process

The Conference Pricing Policy quoted R10 000.00 includes:

- 1 table
- 2 Chairs
- Access to electricity
- Wi-fi
- One person as stand personnel (Lunch and refreshments provided as for conference delegates)

For further stand personnel the general conference fee will apply depending on SASAE membership as shown below:

Registration fees	Members	Non-Members
Early Registration – paid before or on 25 May 2020	R4500.00	R5000.00
Late Registration after 25 May 2020	R5000.00	R5500.00
Day visit – per day (if you attend only one day)	R2000.00	R3000.00

To apply for the table top exhibition please fill in the form available on the website. The deadline to apply is **30 April 2020**.

Preference is given to proposals on a first come, first serve basis.

Approved exhibits will be notified directly by 15th May 2020 and must confirm acceptance of the space by 29th May 2020.

Full payment for exhibitions is due by the **8th June 2020**. If payment is not received, you will not be allowed entrance into the conference.

3.3. Cancellation Policy

Exhibit space may be cancelled via written notice to SASAE at secretariat@sasae.co.za. Please see refund details below:

- Until 31 May 2020 – 25% of the fee will be deducted.
- Until 15 June 2020 – 50% of the fee will be deducted.
- From 16 June 2020 – refund will not be provided.

4. Exhibition related Information

4.1. Schedule

Exhibition will be open to all participants during the breaks.

4.1.1. Set up

Exhibitors will be able to prepare the setup of their assigned place as of Monday, 6th July 2020 between 8:00 and 13:00.

4.1.2. Show hours

Further information will be added when the agenda breakout sessions are clarified.

4.1.3. Dismantling

Exhibitors must make sure to leave their assigned exhibition space by 9th July 2020 at 16:00.

4.2. Exhibition layout

The Organiser reserves the full right to amend the general layout, limit the space of the exhibition floor plan, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action. Exhibitors will be informed about the changes. Neither the Organiser nor the venue will be held liable for expenses incurred other than the cost of exhibit space rental fees and any detriment this may cause to the exhibitor.

4.3. Staff

All exhibition staff must be officially registered for the Conference. Exhibition staff must wear their badges the whole time.

5. Promotional activities

Promotional activities are only allowed within the exhibition surface, and only as long as they do not interfere with the running of the conference or disturb fellow exhibitors. Anything else going beyond table top promotion throughout the exhibition area and conference venue is strictly forbidden.

5.1. Printed matter

Distribution of printed matter is only permitted within the assigned table top area. Displays of printed matter outside this area on the premises of the Conference are not allowed. No flyers, posters, handouts, etc. can be left on tables in the venue. Any items found outside of exhibit space or table tops will be discarded, and future table top assignments will be affected.

6. Exhibition spaces' restrictions and rules compliance

6.1. House rules

The rules of the conference venue, Ashanti Estate, apply and are binding to all exhibitors. If the exhibitor does not follow the regulations, (s)he will be excluded from the exhibition after a first warning.

6.2. Accessibility

All exhibits should be accessible to people with disabilities and therefore displayed so as to avoid blocking aisles or damaging the premises and/or the equipment. Exhibitors are kindly requested to allow enough see-through areas, which ensure clear views of surrounding exhibits.

6.3. Safety

Smoking is prohibited in the whole building. Flammable materials are not to be used or displayed. Equipment displayed or demonstrated must be installed with strict adherence to safety measures.

6.4. Disposal and waste management

It is the responsibility of the exhibitor to ensure that all waste material from stand construction (including boxes for packaging) is completely removed from the exhibition area prior to the opening of the exhibition. At the end of the Conference, Exhibitors are asked to fold all the cardboard and collect other rubbish in one place, so venue staff can easily dispose of them. The Organiser will provide daily cleaning of the aisles. Exhibitors are responsible for the cleaning of their stands.

6.5. Sound restrictions

Sound, electrical and other mechanical appliances must be muted so that no noise disturbance is caused to other exhibitors. The exhibition Organiser reserves the right to determine at what point activities have to be reduced, and whether sound constitutes interference with others, and if so whether it must be discontinued.

6.6. Insurance

Exhibitors are entirely liable for damages they may cause to the building in general, to third parties' table tops, properties, and health (be injury or death). Exhibitors' liabilities are extended to their personnel and/or other people working under their control. Since neither the Organiser, SASAE nor the conference venue are liable for any damages and/or loss suffered by the exhibitors during the exhibition, including installation and dismantling, exhibitors must adequately make sure their materials, goods, wares, and exhibits are insured against theft, damage, loss or injury of any kind and must do so at their own expense. Exhibitors are solely responsible for their own actions during the conference.

6.7. Security

Security of the display area and any materials or products that are left unattended are the sole responsibility of the exhibitor. Exhibitors assume all responsibility for their exhibit personnel and for the general care of the display area. The Organiser does not provide security services.

7. Application form

SASAE 2020 CONFERENCE EXHIBITION STAND: REGISTRATION FORM

1. Title of your stand (without abbreviations)

2. One sentence on content

3. Further reading or more information (Please post a link here)

4. What materials do you intend to bring?

5. Your details:

Title:

First Name:

Last Name (Surname):

Job Title:

Organisation:

Country:

Email Address:

Cell number:

6. Name of person(s) who will work at the stand:

Initials and Surname:

Initials and Surname:

Initials and Surname:

(Please ensure that each person working at the stand also completes a conference registration form available at <https://form.myjotform.com/GreenK20/sasae-conference-registration-form->)

EXHIBITION STAND REGISTRATION:

I hereby register for an exhibition stand at the 54th Annual SASAE Conference and accept that the registration is only valid on receipt of this registration form and proof of payment emailed or faxed to the Secretariat. SASAE account: ABSA Bank, Account No. 540 810 257, Branch Code: 335 545, EFT Branch Code: 632 005. Swift Code: ABSA JJ ZA.

Initials & Surname: _____ Signature: _____ Date: _____