



**EXHIBITION STAND REGISTRATION**  
**16 - 17 November 2011**  
**Emperors Palace • Gauteng • South Africa**

PostNet Suite 148 Private Bag X1277 Potchefstroom 2520, South Africa	Contact Details: Tel: +27 18 290 5130 Fax: +27 86 512 7122 E-mail: convention@saeec.org.za	Reg. No NPO-038-415
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**To reserve your exhibition space for the SAEEC2011,  
please complete and fax this registration form to +27 (0) 86 512 7122**

Title		First Name	
Surname		Designation	
Company / Organization			
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")*

<input type="checkbox"/>	1 X Exhibition space (3x3m <sup>2</sup> ) for two day convention	R 13 200
<input type="checkbox"/>	2 X Exhibition spaces (3x3m <sup>2</sup> ) for two day convention	R 23 800

### 2. Discount for SAEE Corporate Members

<input type="checkbox"/>	1 X Exhibition space (3x3m <sup>2</sup> ) for two day convention	R 11 600
<input type="checkbox"/>	2 X Exhibition spaces (3x3m <sup>2</sup> ) for two day convention	R 20 400

*(Please TICK relevant box below)*

Will you be attending the SAEE Annual Awards and Banquet

YES

NO

Will a partner accompany you to the SAEE Annual Awards and Banquet

YES

NO

If Yes, please provide us with your partner's details:

Name \_\_\_\_\_ Surname: \_\_\_\_\_

Please do NOT include this page with fax return

## 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 / your company name / your surname 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 SAEEC2011 at PostNet Suite 148, Private Bag X1277, Potchefstroom, 2520, South Africa or faxed to +27 (0)86 512 7122

<b>Payable to</b>	SAEE	<b>Bank</b>	ABSA
<b>Branch code</b>	632 005	<b>Swift code</b>	ABSAZAJJ
<b>Account name</b>	The Southern African Association for Energy Efficiency (SAEE)	<b>Account number</b>	40 7099 3530
<b>Reference</b>	Insert your invoice number reflecting on the invoice / your company name / your surname as the reference on the deposit slip		

## CONTRACT TERMS

PRINT AND RETAIN A COPY FOR YOUR RECORDS

### SOUTHERN AFRICAN ENERGY EFFICIENCY CONVENTION 16 - 17 November 2011 Emperors Palace • Gauteng • South Africa

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

1. Exhibitors will indemnify, defend, and hold the Southern African Association for Energy Efficiency (SAEE), Show Management and its contractors, show hosts, sponsors, and cosponsors, and Emperors Palace harmless from any claims, losses, expenses, (including attorneys' fees) and liability arising in connection with the "Association's" convention being held at Emperors Palace, Gauteng, South Africa, 16 – 17 November 2011. 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 exposition 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 and Show Management. Force Majeure: In the event the Exhibit Hall or any part of the exhibit area thereof is unavailable whether for the entire event, or a portion of the event 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 Show Management has no control, or should Management decide that because of any such cause it is necessary to cancel, postpone, or resite this show, SAEE, Show 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 by 6:00 pm the evening prior to the opening of the show. Booth space not set up and claimed by the evening prior to the show opening will be forfeited and may be reassigned by Show Management at its discretion.
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 Hall. Exhibitor must observe all union regulations in force in the Exhibit Hall 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 Show Management in writing if it needs to change its booth size, change its company listing and/or contact information, as well as if it needs to cancel out of the show.
  - b) Written cancellation received by Exhibit Manager more than 120 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 60 to 120 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 60 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) If an Exhibitor decreases its booth size from the original contract, it will be deemed a cancellation for the booths decreased, and the show's cancellation schedule will apply. Exhibitor agrees to immediately notify SAEE Show Management in writing prior to the show of any changes in company profile. Upon submitting the reservation/contract form, exhibiting company is liable for payment for applicable booth space fee.