



# **16<sup>th</sup>-18<sup>th</sup> September 2019** **12<sup>th</sup> Annual African Conference & Exhibition**

## **Conference Exhibitors**

Please complete and return to Janine Habig by fax at (+ 27 12) 3461927 or e-mail:

[janine@acfesa.co.za](mailto:janine@acfesa.co.za)

**Name of Company**

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***\*As it should appear in the conference  
brochure and other marketing***

### **Billing Information**

*Please indicate party responsible for payment (Full details as it should appear on the invoice)*

Company/ Organization \_\_\_\_\_

Department/ Cost Centre: \_\_\_\_\_ Company VAT no: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Contact person for accounts: \_\_\_\_\_

Tel: \_\_\_\_\_

E-mail Billing Address: \_\_\_\_\_

Contact person for booking and other arrangements:  
\_\_\_\_\_

Tel: \_\_\_\_\_ E-mail Billing Address: \_\_\_\_\_

## Categories

### Category 1: Conference sponsors

Category	Price	Quantity
Platinum Sponsor (2)	R160 000	<b>TAKEN</b>
Gold Sponsor	R140 000	
Silver Sponsor	R90 000	
Bronze Sponsor	R70 000	

### Category 2: Special Events Sponsors

Category	Price	Quantity
Welcome Reception	R60 000	
Gala & Awards Dinner Main Sponsor <b>(Including the opportunity to set up a banner at the Gala dinner event)</b>	R45 000	<b>TAKEN</b>
Gala & Awards Dinner Main sponsor <b>(With the option to give out promotional gifts to all guests attending the Dinner)</b>	R30 000	
Award dinner Table Sponsor	R10 000	

### Category 3: Exhibition

Category	Price	Quantity
Standard Exhibitor Booth: <b>Member</b>	R12 500	
Standard Exhibitor Booth: <b>Non - Member</b>	R15 000	
Additional Staff to man Booth	R2 500 per person	
Additional Conference delegate registration for Exhibitors: <b>Members</b>	R9 800 per person	
Additional Conference delegate registration for Exhibitors: <b>Non-Members</b>	R12 000 per person	

### Category 4: Other Opportunities

Category	Price	Quantity
Conference Bags: Limited to 1 qualified applicant	R55 000	<b>TAKEN</b>
Conference bag Insert	R6050	
Prizes, Gift vouchers for Lucky Draw	Provide details	

It is important that you supply your Company logo and profile (1 paragraph) as soon as possible, all relevant information needs to be submitted no later than the **1st of August 2019**, together with your payment in order to appear on the marketing brochure.

# STAFF AND REGISTRATION DETAILS

Please fax the completed exhibition staff registration application forms to **Janine Habig**.

**Fax: + 27 12 3461927 or per e-mail: Janine at janine@acfesa.co.za**

## **Exhibitor Stand Staff**

**Standard Booth includes:** 2 exhibitor passes for exhibition stand staff. No access to the conference sessions.

### Stand staff: personal details

(1) Preferred Name: \_\_\_\_\_ Surname: \_\_\_\_\_

As it should appear on your name badge

Company/  
Organisation: \_\_\_\_\_ Position: (Job title) \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

**Dietary Needs:** Meals are buffet style and include a wide variety. We regret that a surcharge of R 400, 00 per meal is charged for specially ordered meals. Please indicate if this is required and you are willing to pay the surcharge:

Halaal  Kosher  Other

Specify: \_\_\_\_\_

### Stand staff: personal details

(2) Preferred Name: \_\_\_\_\_ Surname: \_\_\_\_\_

As it should appear on your name badge

Company/  
Organisation: \_\_\_\_\_ Position: (Job title): \_\_\_\_\_

E-mail: \_\_\_\_\_

Cell: \_\_\_\_\_

**Dietary Needs:** Meals are buffet style and include a wide variety. We regret that a surcharge of R 400,00 per meal is charged for specially ordered meals. Please indicate if this is required and you are willing to pay the surcharge:

Halaal  Kosher  Other

Specify: \_\_\_\_\_

## **B. Additional Booth Staff (Standard Exhibitors)**

Additional staff tickets are available at R 2500 per person for the duration. This includes access to the exhibition and meals. Please complete the below-requested information for all additional staff that will be manning the booth. Do note that if you prefer to have staff rotate, we will only issue one generic booth badge. We will not be able to print various badges.

### **Additional staff personal details**

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

As it should appear on your name badge

Company/Organisation: \_\_\_\_\_

Position/Job title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Cell: \_\_\_\_\_

**Dietary Needs:** Meals are buffet style and include a wide variety. We regret that a surcharge of R 400, 00 per meal is charged for specially ordered meals. Please indicate if this is required and you are willing to pay the surcharge:

Halaal  Kosher  Other

Specify: \_\_\_\_\_

## Business Card Draw:

Please indicate if you will have a business card draw Yes / No

If yes, please confirm the value of the prize(s)/ specify the prize(s) \_\_\_\_\_ and

when you want the draw to take place: \_\_\_\_\_

## Other information:

Please note anything else we should be aware of:

MANAGEMENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_ PLACE: \_\_\_\_\_

## Terms and Conditions:

Full details regarding the Terms and Conditions can be seen on the ACFE SA Website – 12<sup>th</sup> Annual African Conference and Exhibition page:

- Sponsors may select more than one of the above sponsorship opportunities.
- All benefits and booth allocations are available only after payment has been received and on a first come, first served basis

### Cancellation policy:

- 2 weeks prior to the event: 50 % Cancellation fee
- 1 week prior to the event: 100 % Cancellation fee
- 100% cancellation fee will be charged, if a delegate is a “no show”
- Substitutions are welcome, however, the ACFE SA needs to be informed promptly
- No substitutions will be allowed within the 5 days prior to the event.

### Method of Payment:

- Registration/s will only be booked and confirmed as soon as payment has been received.
- The ACFE SA Finance Officer will use the information provided on the completed registration form to issue a quote/invoice as requested.
- Take note, the banking details where payment needs to be done, will be seen on the invoice as well as the deposit reference.
- All quotes issued, will only be valid for a period of 30 days, thereafter a new quote will be issued on request

**Each Delegate who want to attend the ACFE Africa Conference needs to submit an individual delegate Registration Form for administration purposes. Please note if additional Conference delegates want to register they should complete the delegate registration form.**

**\*Disclaimer notice: The ACFE reserve the right to make such changes to the program and speakers as may be necessary due to circumstances beyond their control or to cancel the event if a minimum number of bookings is not received**

