



NETWORKING LOUNGE BOOKING FORM

I hereby confirm our commitment for a networking lounge for the above-mentioned convention as follows:

Name of Company: _____

Contact Person: _____

Designation: _____

Telephone: _____ Fax: _____

Postal Address: _____

Email: _____ Mobile No.: _____

VAT Registration No.: _____ Company Reg. No. _____

OPTIONS:

Full Lounge Package: 3m x 3m - full lounge package (R44, 600.00 ex VAT)

Full Lounge Package: 6m x 3m - full lounge package (R52, 500.00 ex VAT)

Preferred Space no.: _____ Second Preference: _____ Value: R _____

Total Value Committed: _____



TERMS & CONDITIONS:

1. An invoice shall be submitted to the Exhibitor within 48 business hours of receipt of the signed Commitment Form.
2. The Exhibitor shall affect payment of 50% of the total amount due, to confirm their commitment, immediately upon receipt of an invoice from Scatterlings Conference & Events.
3. The Exhibition lounge shall only be confirmed upon receipt of the 50% payment on the full invoice.
4. Payment of the balance due (remaining 50%) shall be affected by the Exhibitor by no later than **31 July 2024**.
5. If the lounges are not paid in full by 1 August 2024 the organisers have the right to cancel your lounge booking.
6. All proof of payment must immediately be emailed to stacey@soafrica.com
7. Any failure to comply with the payment terms contained herein could result in the forfeiture of the Exhibitor's commitment, at the discretion of the Convention Organising Committee.
8. The Convention Organising Committee reserves the right to decline exhibition lounge bookings.
9. The Convention Organising Committee reserves the right to amend the rules and regulations governing exhibitions at its discretion.
10. High resolution logos must be provided in jpeg format (1 MB) and emailed to stacey@soafrica.com after proof of payment has been submitted, to ensure that maximum exposure can be offered to the exhibitor.



CANCELLATION:

1. All cancellations must be received by the Convention Organiser in writing by no later than **30 June 2024**.
2. Cancellations received before **30 June 2024** shall be entitled to a full refund, less a **R2,000 (two thousand)** administration fee.
3. Cancellations received between **1 July 2024 and 31 July 2024** shall be entitled to a **50% refund**.
4. No refunds shall be issued for cancellations received after **1 August 2024**.

I confirm that I have the authority to make this commitment on behalf of my company and I accept these terms and conditions:

Print Name: _____

Signature: _____ **Date:** _____

Time: _____

COMPLETED FORMS SHOULD BE SENT TO:

stacey@soafrica.com

Convention Secretariat: Scatterlings Conference & Events, Tel: +27 (0)11 463 5085