

# Exhibitor Booking Form



## Company Details

Company Name\*

Address\*

VAT Number

Description of  
Company Activities\*

Website / URL\*

*Please supply logo to [deidre@iafrica.com](mailto:deidre@iafrica.com)*

## Contact person information

Name

Email

Phone

Name and Email of  
representative

(If different person than main contact)

\* Mandatory fields

# Exhibition Booking

## Exhibition options

Please indicate the type and number of exhibits you wish to book:

- Option A:** 2 x 3 m Booth @ R55 000
- Option B:** Table Top stand with screen (2 x 3 m ) @ R42 000
- Option Extra:** Branded Bar counter with two bar chairs @ R4750

*Floorplan subject to final number of exhibits booked.*

## Payment Terms

- Upon submission of the Exhibition Booking Form, an invoice will be issued to the exhibiting company.
- Payment Deadline: Full payment must be received within 14 days from the date of the invoice.
- Confirmation: Exhibitors are confirmed on a first-come, first-served basis.
- Activation of Benefits: Exhibitor benefits will only be activated upon receipt of full payment.
- Customization: Any change to the exhibition stand must be approved by the organizers.

## Cancellation Policy

- Non-Refundable: All payments are non-refundable.
- In the event an exhibitor must cancel, the organizers may reallocate the exhibitor stand to another party.
- The conference organizers reserve the right to modify the exhibition options if necessary, in consultation with the exhibiting company.
- Exhibitors will be notified of any significant changes to the conference programme or benefits.
- All exhibition staff must comply with all terms and conditions outlined in the agreement.
- All promotional materials must be submitted by the deadlines provided by the organizers.

## Conference Cancellation or Postponement

- Force Majeure: In the event of conference cancellation or postponement due to unforeseen circumstances (e.g., natural disasters, pandemic), exhibitors will be notified as soon as possible.
- Refunds/Rescheduling: In case of cancellation, exhibitors may be offered a full or partial refund, or the opportunity to transfer their exhibition fee to a rescheduled date.

## LIABILITY

- All exhibiting companies assume the risk of injury, loss and/or damage for their own fixtures, displays and any other property located in the Cape Town International Convention Centre. The Sponsor/Exhibitor shall not damage any of the provided items or the venue infrastructure. Any resulting damages must be paid to the supplier or venue by the exhibiting company directly. It is recommended that exhibiting companies take out their own event insurance.

## For more information and assistance please contact the organizers:

Deidre Cloete | email: [deidre@iafrica.com](mailto:deidre@iafrica.com) | Mobile: 0832610207

Conferences Et Al.

I hereby accept the terms and conditions

Signature

<https://icoplast2025capetown.com/>