

EXHIBITOR and BAG INSERT INFORMATION

Venue:

EMPERORS PALACE, JOHANNESBURG

64 Jones Street

Jet Park

Kempton Park

Gauteng

South Africa

Contact Details:

Ms Nthabiseng Masipa

Tel: 011 486 3322

Email: nthabiseng@psyssa.com

Please note that any queries and concerns should be directed to Ms Masipa and will be dealt with via the PsySSA offices. PsySSA retains the right to change any arrangements should it be required.

Information:

1. Technical specification

- The Exhibition will take place at the Emperors Palace Conference Centre. Delegates will have the opportunity to browse through all the exhibitors' products at their leisure.
- Throughout the Congress, exhibitors have the option to scan delegate QR codes found on name badges to produce lead reports post congress.

2. Build-up times*

- Tuesday, 8 October 2024 from **TBC**

3. Exhibition opening times*

- Tuesday, 8 October 2024 from **TBC**
- Wednesday, 9 October 2024 from 09:00 – 17:00
- Thursday, 10 October 2024 from 09:00 – 17:00

- Friday, 11 October 2024 from 09:00 – 13:00

4. Dismantling times*

- Friday, 11 October 2024 from 13:00 – 15:00

**Subject to change pending the final Congress Programme*

NOTE: Dismantling of stands before the end of the exhibition is not permitted.

5. The following are provided as part of the package:

- One trestle table, 2 chairs, and a black tablecloth.
- Tea/ Coffee Breaks and Lunch
- Please indicate the need for electrical points on the online booking form. This will be arranged for your account.
- Exhibitor name, logo and organisation write-up will be included in the programme and other event details. You will be requested to provide this information after completing your booking.
- A lead report will be provided to all exhibitors at end of congress, using the QR code system. A detailed guide on the QR code system will be provided.

NB: Exhibitor access cards and QR codes to the exhibition and congress will only be granted once a fully completed booking form and payment have been received. Access cards should be always kept on your personnel.

6. Other

- PsySSA will make every effort to ensure that the exhibition space requested by you is allocated to your organisation but cannot guarantee a specific stand. PsySSA retains the right to change allocated stands should this be required.

7. Cost

- **Exhibition stand**

Exhibition cost **R10 450,00** (VAT Inclusive).

Please note this amount is inclusive of *two representatives*.

- **Materials in congress bag (bag inserts)**

Bag insertion cost **R3 400,00, per insert** (VAT Inclusive).

Please note that this amount is for insertion of **one** item (e.g., leaflet/brochure) in the congress bag.

The bag insert material must be delivered to either the venue, Emperors Palace, or the PsySSA offices, depending on the preferred delivery date of each client.

PsySSA's address is as follows:

Oakhurst Office Park

North Wing Building, Ground Floor

13 St Andrews Road, Parktown, Johannesburg

The date of delivery will be communicated prior to the congress.

8. Security

- Please note that PsySSA cannot accept responsibility for the security of the stands and its contents.
- Do not leave your stand unmanned during breaks.
- Always keep your personal property locked away.

9. Gala Dinner Booking

Limited 30th Anniversary Gala Dinner tickets are available at an additional fee. The Gala Dinner will be held on the evening of 8th October 2024. Bookings and payment for the Gala Dinner tickets must be made no later than 31st July 2024.

10. Terms and Conditions

- By completing the booking form as an exhibitor or for bag inserts, you agree to pay the total cost due and declare that you have read and accept the terms and conditions of the participation and agree to abide by the rules and regulations of Emperors Palace Conference Centre.
- Each exhibition booking permits two representatives per day. Any additional representatives will incur the delegate fee for attending.
- You will remain liable for the exhibition/bag insert fee if you do not cancel your booking by **30th June 2024**.
- Cancellations received before **31st May 2024** will receive a full refund, subject to 10% administration fee.
- Cancellations received before **30th June 2024** will receive a 50% refund, subject to 10% administration fee.
- No refunds will be issued for cancellations received from **01st July 2024** onwards.
- The Organising Committee reserves the right to decline a request for a refund subject to the cancellation policy.
- All cancellations must be received in writing and marked for attention: Nthabiseng Masipa at nthabiseng@psyssa.com
- Please note that booking is provisional until full payment has been received.
- Payment can be made online. See the 'confirmation of booking' email for the payment link.
- Please use your company name when making EFT payment, and e-mail the proof of electronic transfer to nthabiseng@psyssa.com

- All exhibition booking and bag inserts payments must be received no later than **31st July 2024**.
- For any further exhibition or bag inserts information, please contact Ms Nthabiseng Masipa at nthabiseng@psyssa.com or 011 486 3322.

11. Privacy Statement

All information submitted is supplied by you voluntarily. This information will be used for the following purposes:

- To process your booking.
- To process any other transactions requested by you.
- To inform you of updates.
- To send you relevant information regarding the Congress.

We do not sell, rent, or lease our delegate lists to third parties. Details of delegates could be made available to sponsors for once off use after the Congress. To provide our services, we may occasionally provide information to the companies that work on our behalf. ShowWave and PsySSA shall take all reasonable steps to protect the personal information of exhibitors.

12. Modification of Terms

The congress organisers reserve the right to modify or amend these Terms and Conditions at any time without prior notice. Any changes will be effective immediately and communicated to attendees through the congress website or other official channels.