



DURBAN BUSINESS FAIR EXHIBITION

Exhibition Venue:	Durban Exhibition Centre – D.E.C
Exhibition Dates:	19-21 September 2014
Exhibition Hours:	8am – 5pm
Exhibitors Briefing:	Date & venue to be confirmed after Registration closing date
Exhibition Set up Date:	17 & 18 September 2014(10am-11am & 12pm- 13pm)
Exhibitors Registration Date:	17 September 2014 (10am-11am & 12pm- 13pm) 19 September 2014 (8am – 12pm) (Should you not register by deadline times indicated above, we will be forced to remove furniture and reposes the exhibition area or stand accordingly)
Exhibition Break Down:	21 September 2014 (after 5pm or 22 September 2014, (8am-5pm)
Registration Deadline:	30 May 2014

Exhibition Cost Per stand includes the following:

- Exhibition Walls, based on a 3 X 2 meter configuration or floor Space which is R855 for 6sm (3 X2)
- Fascia Board- Colour to be standard – White
- Company name on Fascia (no logos, a maximum of 25 letters)
- 1 X Double Spot light
- 2X Chairs
- 1 X table
- 1 X Plug point

The Organiser is not responsible for incorrect spelling submitted and printed, a cost will be charged for changing names on site

In addition to the above, the exhibitor will receive free entrance to:

- Gala Dinner – 1 Ticket per Stand
- Retail/ Cocktail Evening

- Concert
- Training- Exhibition techniques or Brand and Marketing

DATES OF ALL SOCIAL EVENTS & CONTACT DETAILS:

Gala Dinner:

Date: 19 September 2014
 Venue: ICC Durban – International Convention Centre- Inkosi Albert Luthuli
 Time: 18:30 for 19:00
 Contact Person: Nonhlanhla Magwaza
 Contact Number: 031 266 9937/8
 E-mail: nonhlanhla@ikhono.co.za

Retail/Networking Cocktail Evening: (TBC)

Date: **TBC**
 Venue: D.E.C Durban – Durban Exhibition Centre
 Time: 18:30 for 19:00
 Contact Person: **Nokuthula Ngcobo**
 Contact Number: 031 266 9937/8
 E-mail: nokuthula@ikhono.co.za

Concert:

Date: 21 September 2014
 Venue: D.E.C Durban – Durban Exhibition Centre
 Time: 12:00- 16:00

Exhibition Training:

Date: TBC after closing of registration
 Venue: **TBC** after closing of registration
 Time: TBC after closing of registration
 Contact Person: Angel Mkhize
 Contact Number: 031 266 9937/8
 E-mail: angel@ikhono.co.za

Sponsorship Contact Details:

Contact Persons: Zodwa Msimang & Matthew Rossouw
 Contact Number: 031 266 9937/8
 E-mail: zodwa@ikhono.co.za & matthew@ikhono.co.za

REQUIREMENTS OF ALL EXHIBITORS

Name Badges:

Please kindly note that only 2 exhibitors will get name badges.

Name on Fascia Board:

Failing to submit this information by 30 May 2014 with exhibition registration form will result in the Company name being used as the Stand name. Please indicate on the registration form where it says

“Stand Name Required” the name you wish to appear on the fascia board. Names should be as short as possible for easy identification by visitors, visiting stands. The fascia names are supplied free of charge and will appear on main open side of the stand, which will be front part of exhibition stand.

Method of Payment:

Fax or E-mail the complete registration form, as well as proof of payment to Ikhono Communications Office: Fax 0867759022 or e-mail: angel@ikhono.co.za or nokuthula@ikhono.co.za

Non-negotiable requests

Due to time consuming exercise of allocation of payments; we must stress the critical steps when completing the deposit slip or proof of payment:

Reference number : 200 9360 2863/Exhibition Stand Name-

No refunds will be issued: Stands will only be allocated after registration closing date.

NB: Please note that registration is NOT automatic and is subject to confirmation by the organisers who will issue you with an Exhibition Confirmation E-mail which will be required upon registration. Failure to fax or e-mail proof of payment before closing date will result in registration not being complete.

BASIC SHELL SCHEME 3 X 2m (Single Stand)

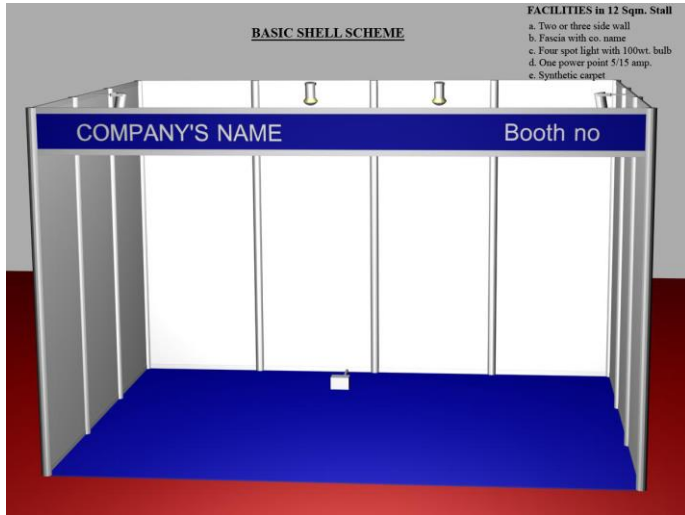


FACILITIES in 6 sqm Stall

- a. Three side walls
- b. Fascia with Company Name & Stand Number
- c. 2 X Spot lights with 100wt bulb
- d. 1 X power point
- e. 2 X Chairs
- f. 1 X Table

3 X 2 shell scheme is R855.00

BASIC SHELL SCHEME 6 x2M (Double Stand)



FACILITIES in 12 sqm Stall

- a. Two or Three side walls
- b. Fascia with Company Name & Stand Number
- c. 4 X Spot lights with 100wt bulb
- d. 2 X Power points
- e. 4 X Chairs
- f. 2 X Tables

6 X 2 shell scheme is R1710.00

All exhibitors are given the option to either buy space starting from 6sqm's at the value of R855.00 or buying shell scheme already in place.