






# AORTIC 2019 EXHIBITION GUIDE

## PRICE AND SPECIFICATIONS

Prices include lunches and refreshments, listing in conference handbook, website and app. Prices for double and single stands includes both hire of floor space and provision of a shell scheme which will be automatically supplied unless specified to the contrary. No discount is available to exhibitors not taking the included shell scheme described.

	EXHIBITION OPTION	COST
	<b>DOUBLE EXHIBITION STAND (18 m<sup>2</sup>)</b> A 6-metre wide by 3-metre deep stand (6 m x 3 m) consisting of 3-wall shell scheme. Additional features include fascia board for name (white with black lettering), 15-amp plug point, spot lighting, venue security and cleaning, general illumination, two exhibitor passes, and a conference table and two chairs.	USD 8 500
	<b>SINGLE EXHIBITION STAND (9 m<sup>2</sup>)</b> A 3-metre wide by 3-metre deep stand (3 m x 3 m) consisting of 3-wall shell scheme. Additional features include fascia board for name (white with black lettering), 15-amp plug point, spot lighting, venue security and cleaning, general illumination, two exhibitor passes, and a conference table and two chairs.	USD 4 500
	<b>DISPLAY TABLE*</b> This includes a conference table with two chairs, venue security and cleaning, general illumination, and one exhibitor pass. (Limited number available. Reserved for non-profit organisations from Lower-middle income countries only)	USD 1 500

\* The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any "designer stands" must first be approved by the Conference Organiser.

EXHIBITION SCHEDULE	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	5 NOV 2019 07:00 TO 19:00	6 NOV 2019 07:00 TO 18:00	7 NOV 2019 07:00 TO 18:00	8 NOV 2019 07:00 TO 16:30

## SETUP AND BREAKDOWN

Exhibitors may begin setting up their stands at 14:00 on Monday, 4 November 2019 to be ready for 07:00 on Tuesday, 5 November 2019.

Breakdown may begin 16:30 on Friday 8 November 2019 and NOT BEFORE. All stands must be broken down by 19:00 on Friday, 8 November 2019.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Conference Organiser at the exhibitor's expense.

## EXHIBITION BADGES AND ACCREDITATION

Exhibitor badges allow access to the conference venue, property, all lunches and refreshment breaks, and the exhibition; access to conference sessions is excluded.

Exhibitors must ensure that all staff are properly registered and accredited with the Conference Organiser in advance of the conference to ensure access. Casual visitors are not allowed.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

## STAND BUILDERS

All exhibitors engaging external stand builders must provide the Conference Organiser with names and contact details of their appointed stand builders. Exhibitors are encouraged to use the official stand builder. Exhibitors are responsible for ensuring that their stand builders are registered and accredited with the Conference Organiser and made aware of all relevant regulations and requirements contained in this prospectus and the Terms and Conditions.

*PLEASE NOTE: ALL persons are required to be accredited by the Conference Organiser, no access will be granted without accreditation.*

## FURNITURE

All furniture is to be supplied by the conference-appointed stand builders. The full schedule of items that can be obtained directly from them is available on request.

## PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the conference venue.

## CARPETS/FLOORING

The venue is carpeted throughout. Any exhibitor wanting to lay any other form of floor covering on a stand must obtain the approval of the Conference Organiser. Any damage to the venue by an exhibitor will be charged to the exhibitor.

## BANNERS

The hanging of banners is NOT permitted within the exhibition area other than within exhibition stands.

## CATERING

The conference venue has exclusive catering rights on the property. Any exhibitor wishing to serve food or beverages at their stand must make arrangements directly with the Conference Organiser.

## EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their logo for inclusion in the conference handbook. This handbook will be combined with the conference programme and will be given to all participants at the conference.

The information submitted will also be put onto the conference website. This information must be submitted to the Conference Organiser by **Friday, 30 August 2019**.

## SUSTAINABILITY POLICY

AORTIC 2019 is endeavouring to reduce its environmental footprint through the implementation of a “greening” policy and exhibitors are encouraged to provide only sustainable giveaways, rather than brochures or flyers. The use of sustainable materials such as soy-based inks and recycled paper is encouraged, as well as limiting the use of shipping materials.

## GENERAL CONDITIONS

The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the Conference Organiser, the venue, conference participants or public.

The Conference Organiser and the venue reserve the right to close, remove or require changes in any exhibit, or to remove any of the Exhibitor’s personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall conference, the venue, other Exhibitors or public.

The exhibit shall comply with all laws, rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit and shall comply with reasonable requests of the Conference Organiser and the venue officials with respect to the installation, conduct and disassembly of its exhibit. The exhibit shall assume full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to save the Conference Organiser and the venue from responsibility or liability resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors whether acting within or without the scope of their authority.

## BOOKING FORM

### 1. COMPANY / ORGANISATION DETAILS

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

Physical address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Postal code: \_\_\_\_\_

Company VAT number: \_\_\_\_\_

### 2. CONTACT PERSON

Full name: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile number (incl. country code): \_\_\_\_\_

Telephone number (incl. country code): \_\_\_\_\_

### 3. BILLING CONTACT

Full name: \_\_\_\_\_

Email address: \_\_\_\_\_

Mobile number (incl. country code): \_\_\_\_\_

Telephone number (incl. country code): \_\_\_\_\_

4. EXHIBITION LIST	COST	✓
Double exhibition stand	USD 8 500	
Single exhibition stand	USD 4 500	
Display table	USD 1 500	
<b>TOTAL COST:</b>		

### 5. DECLARATION

By signing below, I confirm that:

- I have read and understood the Terms and Conditions as they appear below.
- I am duly authorised to sign and thereby to bind the company/organisation thereto; and
- the selection I have made on this Booking Form is as intended and are correctly selected.

Full name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send the completed booking form to:

**AORTIC:** *Belmira Rodrigues*  
*Managing Director | AORTIC*  
*belmira.rodrigues@aortic-africa.org*  
*+27 (0)21 689 5359*

### TERMS AND CONDITIONS

Completion of the Booking Form by the Sponsor/Exhibitor shall be considered a commitment to purchase the items. Upon receipt of a Booking Form the Conference Organiser will send the Sponsor a contract with addendum and invoice.

#### CONTRACTING

The contract with addendum outlining all sponsorship/exhibition/advertising rights and responsibilities must be signed and returned by the Sponsor, along with proof of payment for the full amount owed, to the Conference Organiser to confirm the booking.

#### TERMS OF PAYMENT

Payment is due within seven (7) days of receipt of the invoice. Should payment not be received within seven (7) days, AORTIC 2019 will be entitled to cancel the booking and cancellation will be subject to cancellation fees as defined below. Any bookings made after 31 August 2019 will be subject to immediate settlement.

#### CANCELLATION/MODIFICATION POLICY

Cancellation or modification of sponsorship/exhibition/advertisement items must be made in writing to the Conference Organiser.

#### AORTIC 2019 shall retain:

- 10% of the invoiced amount if the cancellation/modification is made before 30 April 2019 (inclusive)
- 50% of the invoiced amount if the cancellation/modification is made between 1 May 2019 and 31 August 2019 (inclusive)
- 100% of the invoiced amount if the cancellation/modification is made on or after 31 August 2019