

Booking Form

This serves as Exhibitor/ Client Contract between CADEK Media (the organiser) and...

SECTION A: The Exhibitor / Client

Company Name:			
Postal Address:		Town:	
Postal Code:		VAT Number:	
Tel Number:		Fax Number:	
Contact Person:		Cell Number:	
E-mail address:		Web Address:	
Stand name (Max 20 letters)			

SECTION B: Booking Details

Stand:	Cost x quantity	Total Amount
Maxi Stand 6m ² (2x3m package incl.)	R 8,500.00 per stand x _____	R
Grand Stand 9m ² (3x3m package incl.)	R 12,960.00 per stand x _____	R

Magazine Lounge: (500 – 2000 copies per title to be delivered to CTICC on 5 May 2008)

Title 1:	R 850.00 per publication x _____	R
Title 2:	R 850.00 per publication x _____	R
Title 3:	R 850.00 per publication x _____	R

Showreel: (High-res .mov .mpg file must be delivered to CADEK Media by 18 April 2008 latest)

Screen showreel + burn to DVD	R 2,000.00 per 3-5min showreel x _____	R
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Expo Gallery: (All graphics, brochures and business cards to be delivered to CTICC on 5 May 2008)

Poster 900mm x 1200mm	R 2,500.00 per poster x _____	R
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Visitor Bag Inserts: (All inserts x 4000 to be delivered to CTICC on 5 May 2008)

Insert my sample/brochure in bags	R 3,500.00 per insert	R
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Program Book: (Final artwork must be e-mailed info@cadek.co.za by 16 April 2008)

Quarter Page	95w x 135h	Portrait	R 1,250.00	X _____	R
Half Page	194w x 135h	Landscape	R 2,100.00	X _____	R
Full Page	A4	Portrait	R 3,900.00	X _____	R

SECTION C: Total

Bank details: Please include a cheque / proof of full payment. CADEK International cc STANDARD BANK, Helderberg, Branch Code: 050610 Acc no. 072 282 487	Sub Total	R
	+ 14% Vat	R
	Total	R

SECTION D: Declaration

I herewith declare that I have read the **terms and conditions of the show** and agree to adhere to them. I am authorised to make this booking on behalf of my company and understand that we are liable for payment of this order as per the terms.

Signed at _____ On this _____ day of _____ 200____

Client Name

Signature

PLEASE FAX YOUR BOOKING TO: 021 855 4745
or mail to CADEK MEDIA, P.O. Box 5111, Helderberg, 7135

TERMS AND CONDITIONS OF EXHIBITING AT MEGA MEDIA EXPO 2008

All exhibitors are requested to carefully study the following regulations:

1. INTRODUCTION

Exhibitors are expected to adhere to the general regulations as they are designed to benefit the exhibitor, organisers and general public.

2. BOOKING OF STALLS & PAYMENT

- (a) The BOOKING FORM together with this document, serve as legal and binding contract.
- (b) Exhibitors must pay a **50% deposit** of the total value of the booking form on date of booking. The balance must be paid in full by 4 APRIL 2008 latest. No exhibiting space will be confirmed without proof of payment. Bookings made after 4 April 2008 must pay the full amount with booking.
- (c) There is no binding agreement without a signed booking form. **Non-payment will NOT be treated as cancellation and the exhibitor will still be liable for the 50% deposit.**
- (d) The Organisers reserves the right to allocate all stands and re-allocate un-paid stands and reserve the right to reject any application to exhibit without reason.
- (e) **Cheques/ EFT must be made out to CADEK International and can be paid directly into our bank account:**

**CADEK International
Standard Bank, Helderberg
Branch Code: 050610
Account no. 72 282 487**

3. DAMAGE TO EXHIBITS AND SHOW VENUE

Exhibitors are responsible for any damages that may occur during the festival in terms of the build-up and break-down of stalls, transport and handling of equipment that are or will be exhibited. Exhibitors are also responsible for damages should their exhibits collapse. Exhibitors are responsible for any damages caused by themselves to the venue.

4. CANCELLATION OF STALLS

Cancellations must be made in writing. Exhibitors who cancel BEFORE 31 March 2008 will be liable for 50% cancellation fee of the original booking form amount. Exhibitors who cancel AFTER 31 March 2008 will be liable for 100% cancellation fee of the original booking form amount. **Non-payment will NOT be treated as cancellation and the exhibitor will still be liable for the 50% deposit.**

5. REFUNDS

No refunds will be made to exhibitors if the show is disrupted by an uncontrollable act/ weather/incident.

6. SUB-LETTING OF STALLS

Exhibitors **are not allowed to sub-let** or share any allocated part of their stall and all exhibits must be owned by the exhibitor or his supplier.

7. SECURITY

- (a) It is in the interest of exhibitors to have at least one representative present at their stalls during show times.
- (b) Security guards will be employed by the Organisers but they take no responsibility for any damage or loss of property, equipment or stalls.
- (c) All exhibitors are requested to be aware of security throughout the festival and to enlighten their staff on security matters.

8. LOSS AND DAMAGE TO PROPERTY

The Organisers will not be held responsible for any loss or damage to equipment or property.

9. PUBLIC LIABILITY INSURANCE

It is in the exhibitor's own interest that they are covered by their own Public Liability Insurance during the EXPO.

10. ALCOHOL

It is illegal to serve alcohol to persons under the age of 18. Please do not serve alcohol to minors. Exhibitors must see that tasting and selling of wine are kept under strict control. Any violations of the above will result in immediate termination of the organisers' temporary liquor license.

11. ADDITIONAL INSTRUCTIONS & REGULATIONS

Exhibitors agree to adhere to any additional instructions and regulations that will apply to the build-up, operation, show days and break-down of stalls and the show.

12. SURETY

The representative signing on behalf of the company, by his/her signature, hereby binds himself/herself as surety and co-principal debtor together with the company, for the due payments of all amounts due and payable by the Exhibitor to the Organiser.

13. FULL AGREEMENT

This agreement constitutes the whole of the agreement between the parties relating to the subject matter thereof, and no amendment, alteration, addition, variation or consensual cancellation will be of any force or effect unless reduced to writing and signed by the parties. No other terms or conditions, representations or warranties, whether oral or written, and whether express or implied, apply.

14. CANCELLATION OR POSTPONEMENT

The organizer reserves the right to cancel, shorten or postpone the exhibition for whatever reasons. In such cases, all monies paid to the organizers will be refunded in full. An appropriate explanation will be forwarded to the exhibitor at least one month prior to the exhibition date. The organizer will not be liable for any compensation for the exhibitor's expenditure or damages incurred.

CADEK MEDIA

Address: P.O. Box 5111, Helderberg,7135
Tel: 0861 222 335 or 021 855 4750
Fax: 021 855 4745
e-mail: info@cadek.co.za
Contact: Chris / Elmarie