



18th International Congress of Endocrinology
53rd SEMDSA Congress

1-4 December 2018 Cape Town South Africa



SPONSORSHIP, EXHIBITION AND ADVERTISING COMMITMENT FORM

Please complete this form and fax it to +27 (0)86 620 455 or email it to caro@soafrica.com

I hereby confirm our commitment as a sponsor exhibitor advertiser for the above mentioned conference as follows:

Name of Company: _____

Contact Person: _____

Designation: _____

Telephone: _____ Fax: _____

Postal Address: _____

Email: _____

Mobile No.: _____

VAT Registration No.: _____

Commitment:

Sponsorship:

Please book the following sponsorship package:

Package: _____ Value: \$ _____

Additional Opportunity Number:

Opportunity: _____ Value: \$ _____

Advertising:

Final programme: Qty: _____ @ \$ _____ Mobile App: Qty: _____ @ Value: \$ _____

Exhibition Stand:

Preferred Stand no.: _____ Second Preference: _____ Value: \$ _____

Exhibition Stand for non-profit organisation (NPO) / academic institutions

Preferred Stand no.: _____ Second Preference: _____ Value: \$ _____

Opportunity to insert additional marketing into congress bags, Value: \$ _____
Based on 5000 delegates

Total Value Committed: _____

I confirm that I have the authority to make this commitment on behalf of my company:

Signed: _____ Date: _____

Print name: _____

(Please sign reverse of this form as well as acknowledgement of the terms and conditions)



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SPONSORSHIP & EXHIBITION TERMS & CONDITIONS

1. Terms of payment
 - a. 25% deposit on confirmation to secure booking (non-refundable)
 - b. 50% payable by 30 November 2017 (non-refundable)
 - c. Balance (25%) payable by 31 May 2018
2. An invoice and sponsorship contract will be sent to you within 72 hours of receipt of Commitment Form.
3. Submission of a completed commitment form will constitute as a legally binding commitment. A 7 day cooling period will be allowed for any sponsorship and exhibition commitments.
4. Selection of sponsorship is on a first-come first-served basis.
5. Sponsorship is only confirmed on receipt of a signed contract and payment of the 25% deposit. ROI will be activated once this has been received.
6. Failure to comply with the payment schedule could result in the forfeiture of your commitment, and any refund due will be at the discretion of the Conference Organising Committee.
7. All sponsorship contracts are final and cannot be retracted.
8. The Conference Organising Committee reserves the right to decline sponsorship bookings.
9. The law of South Africa governs this contract.
10. The Conference Organising Committee reserves the right to amend the rules and regulations governing sponsorship at its discretion.
11. Logos must be provided in jpeg format and emailed to caro@soafrica.com within 24 hours of payment of deposit and signed contract to ensure that we are able to offer maximum exposure.
12. Cancellation policy:
 - a. All cancellations must be received by the Conference Secretariat in writing – to caro@soafrica.com
 - b. Cancellations received before 31 May 2018 will forfeit any payments that have been paid.
 - c. Cancellations received after 31 May 2018 will be liable for the full value committed.

I accept these terms and conditions:

Signature: _____ Date: _____

Print Name: _____