



## SPONSORSHIP / EXHIBITION / COMMITMENT FORM

**SAOUG 2010 Oracle User Conference, 31 October – 2 November 2010**

By completing this contract, which I am duly authorized to sign, I confirm the company's participation at the SAOUG 2010 Oracle User Conference and Exhibition. I hereby confirm the company agrees to abide by the standard TERMS and CONDITIONS as laid out below. Once completed, please return via FAX/email to Scatterlings Conference and Events, attention Charlene Malama, on +27 11 463 3265 or [Charlene@soafrica.com](mailto:Charlene@soafrica.com)

**COMPANY DETAILS:**

Name of Company:.....  
 Contact Person:.....  
 Designation:.....  
 Telephone:.....Fax:.....  
 Postal Address:.....  
 Email:.....  
 Company Registration No.:.....  
 VAT Registration No.:.....

**EXHIBITOR/S (as outlined in the benefit grid above)**

Name 1:.....  
 Mobile #:.....  
 E-mail:.....  
 Name 2:.....  
 Mobile #:.....  
 E-mail:.....

Commitment description (e.g. diamond, etc.).....  
*Please select (exhibition is part of sponsorship if you are a sponsor)*

Total Value Committed:.....

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

Signed:..... Date:.....

Print name:.....

**STAND DETAILS:**  9m walk on stand  Stand no(#)

Please note that the stand package is designed and built for your convenience. Refer to what's included on the conference website. Stand numbers are secured on a first come first serve

**EXHIBITOR/SPONSOR IDENTIFICATION**

*(The name to be identified in all correspondence and on your stand)*

Exhibitor stand  Sponsorship

**Costs**

A. 9m<sup>2</sup> walk-on stand:

R.....

B. Sponsorship status (as laid out in the sponsor matrix)

R.....

SUBTOTAL:

R.....

+VAT @ 14%

R.....

**TOTAL:**

**R.....**

**ACCOUNT CONTACT PERSON**

Contact Person:.....

Mobile no:.....

Email:.....

**SIGNED FOR APPLICANT**

.....  
 (signature: on behalf of and duly authority to)

Name of signatory:.....

Designation:..... Date: .....

**PAYMENT TERMS**

- a.    20% deposit on confirmation to secure booking (immediately)
- b.    Further 30% payable by 30 June 2010
- c.    Balance (50%) payable by 31 August 2010

**CANCELLATION POLICY**

Sponsor, exhibitor and delegate bookings and payments are strictly subject to the following refund policy in the event of the cancellation of a booking, which cancellation must be communicated to the SAOUG conference secretariat in writing to qualify for a refund;

- 1. If cancelled on or before 31 May 2010 100% refund on amount paid thereafter no refund will be payable.

**TERMS AND CONDITIONS**

An invoice and sponsorship / exhibition / confirmation document will be sent to you within 48 hours of receipt of Commitment Form.

Selection of sponsorship / exhibitors / advertisements on a first-come first-served basis.

The Commitment Form does not constitute a legal and / or contractual engagement. It only serves as an indication of intent to proceed with the chosen commitment.

Sponsorship / exhibition / advertising, however, is only confirmed on receipt of a signed contract and payment of the 20% deposit.

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 Congress Organising Committee.

All sponsorship / exhibition / advertising contracts are final and cannot be retracted. The Conference Organising Committee reserves the right to decline sponsorship / exhibition bookings. The law of South Africa governs this contract. The Conference Organising Committee reserves the right to amend the rules and regulations governing sponsorship / exhibition / at its discretion.

Logos must be provided in jpeg format and emailed to [charlene@soafrica.com](mailto:charlene@soafrica.com) within 24 hours of commitment to ensure that we are able to offer maximum exposure.

**Canvassing of delegates**

1 Canvassing of delegates and other attendees at the event may only be undertaken from the exhibitors stand, unless by prior arrangement this is undertaken by staff or agents of SAOUG

2 SAOUG events must not be used for any proactive recruitment.

3 Any exhibitor / company representative who receives an unsolicited request for employment should declare the name(s) of those seeking employment to SAOUG. This information will be held in confidence and only used by both SAOUG and the exhibitor to defend a case of poaching.

4 The employees agents and representatives of any exhibitor found to be infringing on these conditions will be asked immediately to leave the venue and no compensation will be offered.

**Stand space and exhibits**

1 SAOUG may restrict the amount of stands booked to any single company.

2 The exhibitor must occupy the space allocated by show opening time on the first day of the exhibition. In the event the exhibitor fails to do so by 9am he shall be deemed to have cancelled his stand space booking and the organiser shall be entitled to resell or reallocate such stand space. In such cases full cancellation charges will apply.

3 All exhibition stands must be manned one hour before the opening of the show in order to comply with fire and safety exhibition authorisation.

4 The exhibitor shall only be entitled to use the official stand contractors appointed by SAOUG unless with the prior written approval and agreement of SAOUG and on the completion of the risk assessment and method statement forms.

5 Full details and floor plans of specially built stands or displays, other than those provided and constructed by the organiser and their contractors, must be submitted by the exhibitor to the organiser before construction is ordered, in conjunction with the stand building rules and regulations.

**The venue**

1 The full rules and regulations of the venue, the CTICC – Cape Town International Convention Centre, must be observed and performed by all exhibitors its staff representatives and contractors at all times. A copy of these is available on request.

2 The exhibitor agrees to indemnify S A Oracle User Group from the consequences of any breach or non-compliance with these rules and regulations by either the exhibitor its staff representatives and contractors.

**Undesirable activities**

1 If it appears to S A Oracle User Group that the exhibitor may be engaged in activities which are deemed to be contrary to the best interests of the exhibition, S A Oracle User Group may refuse the exhibitor the right to participate further in the exhibition.

2 No alcohol or food items may be sold from any stand.

3 All advertising and displays must be decent, honest and truthful and comply with all current advertising codes and standards.

4 Please note that no advertising material may be distributed in public areas of the exhibition or venue. Such material may only be distributed by the exhibitor from its allocated space. Any employee agent or representatives of any exhibitor found to be infringing this condition will be required immediately to leave the venue any materials found will be disposed of.

**I accept the terms and condition.**

Signature:..... Date:.....