



Exhibitor Information

The Exhibition will take place in Robert Leslie Social Sciences Building at UCT Upper Campus. This location will be the location of registration and of participant breaks and luncheons throughout the week. Tribal Meetings, the Professional Conference Organizers for the GLE and Annual Conference, will manage the set-up of exhibits. In order to minimize the need for large shipments, and to maximize space, Tribal Meetings will provide the majority of exhibit equipment. Please use the attached form to request exhibit space. Do not hesitate to contact Tribal Meetings (globe@tribalmeetings.co.za) or Paula Robinson at the GPO (probinso@globe.gov) with your questions about the exhibits.

1. Exhibition Schedule:

Sat, 21 June	Sun, 22 June	Mon, 23 June	Tues, 24 June	Wed, 25 June	Thurs, 26 June	Fri, 27 June
	GLE	GLE	GLE			GLE
Set-up	Exhibit	Exhibit	Exhibit & Clear	Delegates are offsite the whole day		

2. The Exhibition Offer includes

- a. 1 Exhibition Booth 2x2m (Posters, Displays, etc)
 - b. 1 Display Table (exhibitors to bring their own tablecloth)
 - c. Limited Stationery & Conference Bag
3. Cost = R 5000.00 (approx \$700 US); this includes:
- a. Items above
 - b. Entry to conference including lunch and refreshments for one person, additional person = R 2500.00. Should the exhibitor also be a Funder / Sponsor and should the conference delegate / s attend to the exhibition stand please note the addition cost will only apply to delegates outside of the complimentary attendance of 8 delegates for Platinum Sponsors (\$15,000 and up), 6 delegates for Gold Sponsors (\$10,000 – \$14,999), 4 delegates for Silver Sponsors (\$5,000 – \$9,999), and 2 delegates for Bronze Sponsors (\$1,000 – \$4,999).
4. Exhibitors are welcome to bring their own exhibition stands and equipment however space is limited and the organizers would need to approve the size and location of the structure

5. Add-On AV can be arranged with Tribal Meetings at an additional cost
6. One attendant needs to be at stand outside of conference (when delegates are out of plenary / breakaway)
7. The exhibition stand and all equipment / items at the stand are the responsibility of the exhibitor and the organizers and host (Tribal Meetings, The GLOBE Program, GLOBE, GLOBE in African, GLOBE African Consortium) will not be liable for any loss or damage of equipment and / or items at the exhibition stand

PAYMENT AND TERMS AND CONDITIONS

1. Tribal Meetings requests that a minimum deposit of 50% on all exhibit costs be paid upon confirmation. Exhibitors may also pay the full cost at this time. Any remaining balance must be paid to Tribal Meetings to later than 2 June 2008.
2. Please note the schedule above is only a framework and we are willing to accommodate funders and sponsors as per their budgets and financial structure.
3. Payment can be made by electronic transfer in South African Rands. Most U.S. Banks can arrange this transfer for a minimal fee.
4. **THIS AGREEMENT IS SUBJECT TO ACCEPTANCE BY THE ORGANIZERS**
5. All funds are to be transferred to the account below

BANK	ABSA BANK	ACCOUNT HOLDER	TRIBAL MEETINGS
BANK BRANCH	CLAREMONT	ACCOUNT NUMBER	405 815 582 25
BRANCH CODE	632 756	SWIFT CODE	ABSAZAJJ

EXHIBITOR REGISTRATION FORM

Name of Company / Organisation:

Type of entity: Co __ CC __ Partnership __ Co. reg. no.: _____
(Tick where applicable)

Postal Address: _____

City: _____ Country: _____ Code: _____

Street Address: _____

City: _____ Country: _____ Code: _____

Name of person: _____
(Duly authorised to act on behalf of the funder / sponsor herein)

Contact person: _____ Position held: _____

Telephone: _____ Fax: _____

Email: _____

Signature: _____ Date: |_|_|/|_|_|/|_|_|

Print Name and Surname: _____

_____ Please provide a standard booth space and equipment as stated above

_____ We have discussed specialized arrangements and received a quote from Tribal Meetings
(please attach correspondence.)

PAYMENT SCHEDULE	AMOUNT PAYABLE
50% DUE IMMEDIATELY	
50% DUE 2 June 2008	
TOTAL	
Plus VAT @ 14%	
Full Amount	

Complete and Return to:

TRIBAL MEETINGS | T: +27 (0) 21 422 5364 | F: +27 (0) 21 426 2630

Email: GLOBE@tribalmeetings.co.za