



COMMERCIAL OPPORTUNITIES BOOKING FORM

for **SPONSORSHIP, EXHIBITION & ADVERTISING**

This is an electronic form. Please complete it in Acrobat and return it together with your package selections on page 2 to **JULIA LAUBSCHER**, by email: **julialaubscher@telkomsa.net**

ORGANISATION: _____
GBCSA member number (if applicable): _____
AUTHORISED PERSON CONTACT NAME: _____
DESIGNATION: _____ DATE: _____
PHONE NO: (_____) _____ FAX NO: (_____) _____
PERSONAL EMAIL ADDRESS: _____
VAT REGISTRATION NUMBER (or please state if not VAT registered): _____
POSTAL ADDRESS: _____
_____ CODE: _____

CONTACT DETAILS FOR PERSON WHO MUST RECEIVE INVOICE (if different from above)

NAME AND SURNAME: _____
DESIGNATION: _____ EMAIL ADDRESS: _____
PHONE NO: (_____) _____ FAX NO: (_____) _____
POSTAL ADDRESS: _____
_____ CODE: _____

NB! COMPULSORY: By ticking this box, I hereby agree to, understand and accept all the terms and conditions of the GBCSA Convention & Exhibition 2010 as disclosed in this document, including the Cancellation Policy & Payment Terms relevant to each item.

Please note:

- Marketing and Advertising of any nature, anywhere at or near the venue of the GBCSA Convention, **will be allocated** for use by **ONLY** the approved and confirmed sponsors and advertisers **as detailed in these pages**.
- Only exhibitors have the right to **distribute** their own marketing materials, including brochures, and this can only be done **from their own exhibition stand**.

From Julia Laubscher for GBCSA, Phone: 082 878 4601, Fax: (011) 252 7036,
email: julialaubscher@telkomsa.net

On behalf of the Green Building Council of South Africa www.gbcsa.org.za

ORGANISATION'S NAME:

PLEASE RESERVE THE FOLLOWING ITEM(S) FOR MY ORGANISATION:**1. SPONSORSHIPS****NB: Please read the section on "SPONSORSHIPS" on page 3**

PLEASE TICK REQUIRED	ITEM	COST/VALUE (items in order of value)	AMOUNT
Reserved	PRINCIPAL SPONSOR	Reserved by NEDBANK CORPORATE	Reserved
Reserved	DINNER FUNCTION	Reserved by NEDBANK CORPORATE	Reserved
	SUPPORTING SPONSOR (1 of 2 maximum)	R110 000 + VAT	
	SUPPORTING SPONSOR (2 of 2 maximum)	R110 000 + VAT	
	INTERNATIONAL OR KEY-NOTE SPEAKER	R50 000 - R100 000 + VAT	
	DELEGATE BAGS	R95 000 + VAT	
	DELEGATE LIST	R75 000 + VAT	
	CONVENTION MC	R50 000 + VAT	
	FLASH DISCS	R50 000 + VAT	
	INTERNET CAFE	R32 500 + VAT	
	PENS AND NOTEPADS	R30 000 + VAT	
	MINI PROGRAMME (easy reference pocket-size)	R30 000 + VAT	
	LOCAL SPEAKER (if not key-note)	R25 000 + VAT	
	PHOTOGRAPHY	R20 000 + VAT	
	CLEANING SERVICES		
	RECYCLING AND WASTE MANAGEMENT		

2. EXHIBITION STANDS**NB: Before booking your stand(s), please read the section on "EXHIBITION STANDS" on pages 3 to 5**

PLEASE TICK REQUIRED	TYPE (See pages 3 to 5 for package & policy details)	QTY REQUIRED	PRICE PER UNIT	TOTAL AMOUNT
	3m x 3m FULL PACKAGE EXHIBITION STAND Price includes 2 free delegates per stand, and 5 guests to attend the opening cocktail function and closing lunch		R19 500 + VAT	
	3m x 3m SPACE ONLY EXHIBITION STAND Price includes 2 free delegates per stand, and 5 guests to attend the opening cocktail function and closing lunch		R16 200 + VAT	
	2m wide x 1m deep FULL PACKAGE EXHIBITION STAND Price includes 1 free delegate per stand, and 2 guests to attend the opening cocktail function and closing lunch		R8 100 + VAT	

3. A5-SIZE ADVERTISING IN THE PRINTED CONVENTION PROGRAMME**NB: Please read the section on "ADVERTISING" on page 5**

PLEASE TICK REQUIRED	POSITION (All full page A5, full-colour adverts)	PRICE	AMOUNT
	BODY PAGE (all body page adverts will be printed as right-hand pages)	R5 950 + VAT	
	COVER – INSIDE BACK	R7 000 + VAT	
	COVER – OUTSIDE BACK	R9 700 + VAT	
	DOUBLE-PAGE SPREAD (maximum of 3 in the publication)	R11 000 + VAT	

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1. SPONSORSHIPS

If you would like to secure LOGO EXPOSURE for your organisation, then **SPONSORSHIPS is the way to go!!**

- Sponsorship opportunities are available on a first come first served basis – subject to our policy rule that the previous convention sponsors have (for a limited time) first option to renew. To reserve a sponsorship item, please complete and return the BOOKING FORM.
- **Sponsorship packages are available on request.** Please contact Julia Laubscher if you would like the full details of what is available.
- Sponsors will be required to supply their logo material electronically, sent as TIF or EPS files, high resolution, as large as possible so as to use for posters and banners etc.

PAYMENT and CANCELLATION OF SPONSORSHIP BOOKINGS

PAYMENT:

- **On receipt of a confirmed sponsorship booking, GBCSA will issue an invoice to the sponsoring organisation.** The invoiced amount is payable on presentation i.e. payment is to be made in full to GBCSA within 30 days of the date of invoice.

CANCELLATION POLICY:

- *If a sponsor cancels a booking that has been confirmed when there are still 2 calendar months or more to go before the first day of the GBCSA Convention & Exhibition 2010, a fee of 50% of the value of the sponsorship booked will be payable by the organisation. Any time from 8 calendar weeks until 3 calendar weeks prior to the GBCSA Convention & Exhibition 2010, the cancellation fee will be 75% of the value of the sponsorship booked organisation. A cancellation fee of 100% will be charged for any cancellation made any time after Monday 30th August 2010.*

2. EXHIBITION STANDS

- The exhibition will be located in Hall 3 at the Cape Town International Convention Centre. The plenary sessions will take place in the Auditorium.
- Teas and lunches and the opening cocktail function and closing lunch function will all take place in the exhibition room.
- In conjunction with and as part of the GBCSA Convention & Exhibition 2010, there will be an exhibition with a limited number of EXHIBITION STANDS which will be sold on a first-come first-served basis.
- Much of the daily catering will take place in the exhibition room. This will strengthen the networking and marketing opportunities significantly – every delegate and exhibitor is likely to be in the exhibition room as many as 7 to 10 times.

BOOKINGS AND SELECTION OF YOUR STAND POSITION:

- To reserve exhibition space, please complete and return the BOOKING FORM. Confirmed exhibition stand bookings are taken on a first-come first-served basis, **which includes the right to select your stand's position in the exhibition room.**

In fairness to all concerned, confirmed exhibitors are invited to select their own stand position in the same order in which confirmed bookings are received.

DEADLINE FOR EXHIBITION STAND BOOKINGS:

- Exhibition bookings will close either as soon as all stands are booked, or on Friday 10th September 2010, whichever comes first.
- Exhibitors may not hang, suspend etc any signage or banners from the ceiling above their stands (or anywhere else). In the case of an exhibition stand design requiring suspension of parts from the ceiling for structural/support/safety purposes, please refer to the exhibitor manual for procedures, rules & regulations.
- Exhibitors are not permitted to man their stands on a rotational basis, unless it is with members of your team who are fully registered for the convention.
- If the exhibiting company desires additional assistance with working their exhibition stand, then they would have to enrol additional full-paying delegates who may also assist with working the exhibition stand.

EXHIBITOR MANUAL

- WILL BE EMAILED TO EVERY EXHIBITOR.
- Exhibitors are required to forward a copy to their stand builder and designer, to provide them with all rules, regulations and requirements etc as provided in the exhibitor manual.
- The exhibitor and the stand designer/builder accepts and agrees to comply with all rules and regulations relating to the GBCSA Convention & Exhibition 2010, and any addition or amendments to these rules as may be indicated in the official exhibitor manual, which will be emailed to each exhibitor.

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MARKETING & CATERING:

- Exhibiting gives you the right to do some active marketing **from your exhibition stand and within the boundaries of your exhibition stand**. The GBCSA will provide catering for delegates and exhibitors during the convention. **Apropos catering from your stand**, you are allowed to provide sweets and biltong etc.
- **You are not permitted** to run a bar service from your stand. If you have a particular wish to provide something different and exciting on a few occasions will you please write to seek permission from the convention organisers – to do this please email Julia Laubscher julia@telkomsa.net

OUTSIDE VISITORS

- For every 3m x 3m exhibition stand you reserve, you may invite 5 outside visitors (who must be clients and colleagues from the industry) to attend the opening cocktail function and the closing lunch in the exhibition room.
- For every 2m x 1m exhibition stand you reserve, you may invite 2 guests to attend the opening cocktail function and the closing lunch in the exhibition room.
- Tickets will be sent to exhibitors for prior-enrolment of your guests.

EXHIBITOR LIST IN THE CONVENTION PROGRAMME

The printed convention programme will include a comprehensive EXHIBITOR LIST including exhibitors' logos. A copy of the programme is given to everyone present at the convention. The EXHIBITOR LIST will include contact details and a description of services/products/projects (etc). Via email (in a separate form), exhibitors will be invited to provide details for the list.

NB! PAYMENT and CANCELLATION OF EXHIBITION STAND BOOKINGS

PAYMENT:

- a) On receipt of a confirmed exhibition booking, GBCSA will issue an invoice to the exhibiting organisation. The invoiced amount is payable on presentation i.e. payment is to be made in full within 30 days of the date of the invoice, failing which the exhibition space will be made available to any organisation who wishes to reserve it.*
- b) We have a very strict ruling that no exhibitor may start to build their stand, or to exhibit, if their stand is not paid for in full in advance.*
- c) For "last-minute bookings" made after 27th August 2010, payment must be made to GBCSA by the start of the exhibition build-up i.e. before Wednesday 15th September 2010.*

CANCELLATION POLICY:

We have to face a lot of un-recoverable costs if there is a cancellation.

- a) Therefore, if an exhibitor cancels a booking that has been confirmed when there are still 8 calendar weeks (before or on 19th July 2010) to go before the start of build-up of the exhibition, a fee of 50% of the value of the stand(s) booked will be payable by the exhibitor.*
- b) Any time from 8 calendar weeks until 3 calendar weeks (before Friday 27th August 2010) prior to the start of build-up of the exhibition, the cancellation fee will be 75% of the value of the stand(s) booked.*
- c) A cancellation fee of 100% will be charged for any cancellation made any time on or after 27th August 2010.*

EXHIBITION AND DISPLAY PACKAGES AND PRICES

Exhibitors may reserve more than one exhibition stand

OPTION A – 3m x 3m FULL PACKAGE STANDS: R19 500 + VAT per unit

For every stand you book you will be entitled to enrol 2 complimentary delegates.

The package ALSO includes:

- Delegate details included in the delegate listing
- At registration each delegate will receive a delegate pack
- The exhibitor's company name, logo, description and contact details will be included in the list of exhibitors in the printed convention programme
- Full-time exhibition security
- Daily cleaning in the exhibition room common areas
- Cocktail function and all day-time catering provided by GBCSA in the exhibition area (food & drinks)
- **The hired exhibition space, including:**
 - * Carpeting provided by GBCSA (deep grey in colour)
 - * Power supply and usage, by means of a shared single-phase 32 amp distribution board
 - * One 15 amp plug point per 3m x 3m stand
 - * 2 reflector lamps/spot lights per 3m x 3m stand
 - * Side and back walls in white laminated hard wall panelling supported within an aluminium frame
 - * White fascia name board and name in black lettering

AND

5 complimentary VISITOR tickets per stand to invite outside visitors (clients & colleagues) to attend the opening cocktail function and the closing lunch in the exhibition room.

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OPTION B – 3m x 3m SPACE ONLY STANDS: R16 200 + VAT per unit

For every stand you book you will be entitled to enrol 2 complimentary delegates.

The package ALSO includes:

- Delegate details included in the delegate listing
- At registration each delegate will receive a delegate pack
- The exhibitor's company name, logo, description and contact details will be included in the list of exhibitors in the printed convention programme
- Full-time exhibition security
- Daily cleaning in the exhibition room common areas
- Cocktail function and all day-time catering provided by GBCSA in the exhibition area (food & drinks)
- The hired exhibition space, including:
 - * Carpeting provided by GBCSA (deep grey in colour)
 - * Power supply and usage, by means of a dedicated/unshared or shared where applicable single single-phase 32 amp distribution board
 - * One 3-socket outlet per 3m x 3m stand

AND

5 complimentary VISITOR tickets per stand to invite outside visitors (clients & colleagues) to attend the opening cocktail function and the closing lunch in the exhibition room.

OPTION C – 2m wide x 1m deep FULL PACKAGE STANDS: R8 100 + VAT per unit

Your booking will entitle you to enrol 1 complimentary delegate.

The package ALSO includes:

- Delegate details included in the delegate listing
- At registration each delegate will receive a delegate pack
- The exhibitor's company name, logo, description and contact details will be included in the list of exhibitors in the printed convention programme
- Full-time exhibition security
- Daily cleaning in the exhibition room common areas
- Cocktail function and all day-time catering provided by GBCSA in the exhibition area (food & drinks)
- The hired exhibition space, including:
 - * Carpeting provided by GBCSA (deep grey in colour)
 - * power supply and usage, by means of a dedicated/unshared or shared where applicable single single-phase 32 amp distribution board
 - * One 3-socket outlet per 2m x 1m stand
 - * One reflector lamp
 - * Side and back walls and support frame
 - * White fascia name board and name in black lettering

AND

2 complimentary VISITORS ticket to invite a guest to attend the opening cocktail function and the closing lunch in the exhibition room.

3. ADVERTISING

- The convention programme will be the official convention publication and will be handed to registered delegates, exhibitors and speakers upon registration.
- The programme size is A5.
- All adverts will be A5, full colour, or double-pages. Other than cover positions and the double-page adverts, all adverts will be printed on the right-hand side.
- All bookings are taken on a first-come first-served basis.
- Advertising bookings will close when all pages are reserved, or by **Monday 19th July 2010** whichever comes first, to meet the printer deadlines.
- The advertising rates as shown on the booking form do not include agency commission (if applicable), which is payable by the advertiser.

HOW TO BOOK, TERMS AND CONDITIONS:

- a) Please complete and return the BOOKING FORM.
- b) Material specifications will be provided on receipt of confirmed bookings. The advert **material deadline** is **Friday 30th July 2010**.
- c) **Payment by the advertiser is required by GBCSA within 30 days of issue by GBCSA of the invoice.**
- d) **Cancellations must be submitted before 5th July 2010. Cancellations received after that time will be charged for at 70% of the rate.**
- e) Advertisers will be required to supply their own advertising material ready for the printing process.

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