Message from the IMESA President

Dear Prospective Exhibitor,

It is with great pleasure that we invite you to our annual IMESA Conference, which will be hosted in Cape Town at the Cape Town International Convention Centre from 28th to 30th October 2020. This will also be our first ever Joint International Conference as we partner with the International Association of Water, Environment, Energy and Society (IAWEES). We are excited to have them on board.

The theme of the Conference is “Synergy through Engineering”.

Over the past 84 years the IMESA Conference & Exhibition has grown steadily and has become a very important feature in the municipal engineer’s calendar. The annual Conference attracts 800+ national and international delegates from both public and private sectors.

Delegates from in and around South Africa exchange knowledge and information on the latest developments and challenges in engineering making this the go-to Conference for the professional engineer.

IMESA offers an opportunity for Exhibitors to build brand awareness, network with key industry partners, nurture existing relationships, build partnerships and discuss opportunities. We invite you to consider exhibiting and encourage you to consider participation in a unique and significant event.

We look forward to welcoming you to Cape Town for our 2020 IMESA Conference. Thank you for your support.

Randeer Kasserchun
IMESA President

Mr Randeer Kasserchun
IMESA President

EXHIBITION PROSPECTUS

For information & Bookings contact:
Debbie Anderson
Tel: 031 266 3263
Email: conference@imesa.org.za

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EXHIBITOR INFORMATION

LIMITED STANDS / FLOOR SPACE AVAILABLE – 80 STANDS
Stand availability on a first come, first serve basis. See Exhibition Floor Plan.
IMESA reserves the right to change the exhibition floor layout if necessary. Affected exhibitors will be notified.

<table>
<thead>
<tr>
<th>OPTION 1 - R34 100 (incl. VAT)</th>
<th>OPTION 2 – R37 900 (incl. VAT)</th>
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<tbody>
<tr>
<td><strong>EARLY BIRD PACKAGE</strong></td>
<td><strong>STANDARD PACKAGE</strong></td>
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<tr>
<td>3m x 3m Stand / Floor space</td>
<td>3m x 3m Stand / Floor space</td>
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<tr>
<td>Register &amp; Pay BEFORE 06 May 2020</td>
<td>Register &amp; Pay AFTER 07 May 2020</td>
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EACH EXHIBITION STAND WILL BE FULLY FITTED WITH THE FOLLOWING:

1) 3x3m² carpeted Shell Scheme (one)
2) 2x Trestle table with tablecloth
3) 2x Standard Chairs and a bin

INCLUDED

- 2x Exhibitor Manning Stand registrations (incl. daily catering)
- 2x Conference bags for staff Manning stand
- Daily cleaning of public place with general exhibition hall security

PLUS FREE attendance to the Opening Function & Excellence Awards for all Exhibitors

EXCLUDED

- Golf day (R590pp)
- Companions Tour (R1 300pp)

CANCELLATIONS
All cancellations to be done in writing. NO verbal cancellations will be accepted. Any cancellation made ON or BEFORE 31 July 2020 will be subject to a 50% cancellation fee. Cancellations made AFTER 31 July 2020, will be subject to paying 100% of the full invoiced price.

GENERAL INFORMATION

CONSTRUCTION RULES

- No construction spanning/protruding into or over an aisle will be allowed
- No construction may be attached to the walls or ceilings
- No bolts, screws, glue, adhesives or any other fixings may be used on any structure in the venue
- Display material may be fixed to the stand shell scheme by using double sided tape, sticky back VELCRO (to be provided by you). Hooks may be used to suspend heavier objects
- Should any construction work take place at the stand, necessary precautions must be taken not to damage the venue walls or floors. Any damage caused will be for the expense of the exhibitor
- No high combustible materials may be used as part of the stand
- No solid ceilings may be set-up
- Draping must be treated with fire retardant spray and a valid certificate attesting to this must be given to the onsite co-ordinator.

PRIVATE STAND BUILDERS
Companies making use of private shell scheme builders can start building from:
- Monday, 26 October 2020 between 08h00-21h00
- Tuesday, 27 October 2020 between 08h00-12h00

SET-UP (DRESS THE STANDS)
Exhibitors will have access to the Conference venue from:
- Monday, 26 October 2020 between 08h00-21h00
- Tuesday, 27 October 2020 between 08h00-12h00

All stands must be fully dressed by 14h00 on Tuesday, 27 October 2020.

NO exhibitors will be allowed to dress their stands after this time without prior permission from IMESA.

ELECTRICITY
An exhibitor providing their own electrical installations must hand in an electrical certificate of compliance (CoC) to the onsite Co-ordinator before set-up.

INSURANCE
Exhibitors are urged to ensure adequate insurance cover is in place for all materials / equipment used.

The venue, organisers and sub-contractors may not be held liable for any damages or losses incurred.

SECURITY AT THE VENUE
The venue has controlled access at all entrances. No unauthorised persons will be allowed on the premises.

There is ample parking at the venue. There is no reserved parking. NO SIZE CHANGE PERMITTED.

PARKING
There is ample parking at the venue. This is covered in the cost of the conference. NO RESERVED parking will be available.

BANKING FACILITIES
There are Bank ATM’s within walking distance to the Cape Town ICC.

MEDICAL FACILITIES
A medic will be onsite for the duration of the conference.

SMOKING
Smoking is not permitted within any closed area or within close proximity to the exit.

WiFi
WiFi is available FREE of charge. Password can be obtained at the onsite IMESA Information Desk or the IMESA Exhibition Stand.

ACCOMMODATION
Accommodation is the responsibility of the exhibitor and is for their own account. See the conference website for accommodation closest to the ICC.

REGISTRATION
Exhibitors are requested to register at the Conference venue on Tuesday, 27 October 2020, between 11h00-16h00.

NAME BADGE
Your name badge will allow you access to the Conference Venue. Please ensure that you wear it at all times. Should you lose or forget your name badge proof of identification will be required before a new name badge can be issued to you at a cost of R250.

EXHIBITION HALL
All meals and refreshments will be served in the Exhibition Hall for the duration of the conference.

SOCIAL EVENTS
The Opening Function & Excellence Awards on Tuesday and Social Evening on Thursday are not to be missed this year. Full details are available on our website.

GOLF
Shotgun start at 11h30 on Tuesday, 27 October 2020 at the Rondebosch Golf Course. For bookings and other information visit our website.

BREAK DOWN OF EXHIBITION STANDS
Exhibitors are required to break down once the Conference is concluded at 14h00 on Friday, 30 October 2020 with all exhibitors required to vacate the premises by 21h00.
**TERMS & CONDITIONS**

**COMPULSORY** - This contract MUST be signed and returned via email to Debbie Anderson.

The EXHIBITOR agrees to be bound by these Terms and Conditions with respect to support for the 2020 IMESA Conference & Exhibition and further agrees that it shall be bound by the rates, submission deadlines, cancellation deadlines, and cancellation conditions outlined below.

1. All participation is subject to the approval of IMESA who also reserves the right to decline or cancel expos due to non-performance.
2. No responsibility will be accepted by IMESA for loss arising from non-adherence to deadlines of whatsoever nature which, once provided to the Exhibitor, immediately come into effect and form part of this contract.
3. IMESA will use its best endeavors to deliver on its obligations to the Exhibitor correctly but will not be liable for any loss of profits or damages suffered by the participant as a result of the participant’s failure to do so and any failure in this regard will not entitle the advertiser to withhold payment of the account rendered in any respect.
4. IMESA shall be exempt from any liability arising from force majeure or where performance of its obligations is prevented by circumstances outside its control.
5. Any complaints need to be received by 14 November 2020. Complaints received after this date will not be entertained.
6. Should full payment for the EARLY BIRD PACKAGE not be received on or before 06 May 2020, IMESA will re-issue the invoice for the higher fee.
7. All amounts payable are due simultaneously by the date mentioned on this document as “payment date”, save where IMESA has approved, in writing, an extension of the payment deadline in which event IMESA reserves the right to suspend services if payment is not received on due date.
8. Verbal cancellation will NOT be valid; only a written cancellation via an email or faxed letter, with an acknowledged response from IMESA and will serve as notice. Any cancellations made BEFORE 31 July 2020 will be subject to a cancellation fee which is 50% of the full invoiced price. Cancellations made AFTER 31 July 2020, will be required to pay 100% of the full invoiced price.
9. Should IMESA agree in its sole discretion to assist, or complete, requirements of the participant, then all IMESA’s production costs will be for the account of the participant at standard industry rates.
10. Name changes will be at a cost of R250 per name change requested.
11. Nothing herein contained shall be interpreted as obliging IMESA to afford the participant any indulgence to effect payment after due date.
12. In the event of IMESA instructing its attorneys to collect any amounts, all legal fees and collection charges, determined as the maximum permitted fees and charges in terms of the NCA and its regulations, a commission of 20% (twenty percent) of the amount outstanding, and legal fees as between attorney and participant, shall be borne by the participant.
13. The Exhibitor agrees that these Terms and Conditions constitute a valid contract with IMESA and certifies that all information given herein by him/her/it to the representative of IMESA is true and correct.
14. This agreement is governed by South African Law and is subject to the jurisdiction of the South African courts. IMESA is allowed to institute legal proceedings for the recovery of any amount owing hereunder in the Magistrate's Court of any district which by virtue of Section 28 of the Magistrate's Court Act has jurisdiction over the advertiser, but this does not preclude IMESA at its own discretion from instituting legal proceedings in the Supreme Court of South Africa which has jurisdiction over the participant.
15. All terms and conditions relating to the services are set out herein. All other terms and conditions are excluded unless agreed to in writing by IMESA, and no other conditions, warranties or representations, whether oral or written, express or implied by statute or otherwise, shall apply hereto.
16. No concession, latitude or indulgence allowed by IMESA to the participant shall be construed as a waiver or abandonment of any of IMESA’S rights hereunder.
17. In the event that any of the terms of these Terms and Conditions are found to be invalid, unlawful or unenforceable, such terms will be severable from the remaining terms, which will continue to be valid and enforceable.

I hereby confirm that I have **READ AND AGREE** to the Terms and Conditions of this Agreement as set out above which includes the cancellation and payment conditions.

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**COMPANY:**

**NAME:**

**DESIGNATION:**

**EMAIL:**

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<tr>
<th>STAND SELECTION</th>
<th>Option 1:</th>
<th>Option 2:</th>
<th>Option 3:</th>
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<tr>
<td>Select your stand with the 1st Option being your preferred one</td>
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**SIGN:**

**DATE:**

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**OFFICIAL USE (IMESA to complete)**

**CHECKED BY:**

**SIGN:**

**DATE:**

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*NOTE*: Refer to the website for an updated floor plan showing available stands.