

THE HERALD CLOVER KIDS & BABY EXHIBITOR CONTRACT
28 - 30 SEPTEMBER 2012

EXHIBITOR INFORMATION -

INCLUSIVE STAND PACKAGE:

- Shell scheme is constructed from PVC coated plywood panels. Height of side panels: 245cm; width of individual side panels: 99 cm, width of entrance top fascia panel: 30cm.
- 1 x 15 Amp plug point
- Fascia with company name
- A black & white business card size advertisement in THE HERALD CLOVER KIDS & BABY EXPO Advertising Supplement which is inserted in The Herald on Wednesday, 26 September, 2012.
- Carpeting of stand floor, aisles will also be carpeted.
- Décor inside the stand, ie, tables, chairs, etc, is for the exhibitors account.

HOW TO SELECT YOUR STAND:

- Refer to the stand layout, to select the stand you require. Please note that stand prices vary according to the size of the stand.

EXHIBITION STAND/PRICE LIST: No increase, 2011 rates (All rates exclude vat)

SIZE	AREA	Stand fee plus B/W <u>Business card</u> size advert in La Femme Kids & Baby Supplement	Upsize advert 4 x 3	Upsize advert 9 x 2/ 6 x 3
3m x 1m	3m	R2 600	R2 744	R3 176
3m x 2m	6m	R 3 245	R3 389	R3 821
3m x 3m	9m	R 3 795	R3 939	R4 371
Mobile Cafe Stands		R 2 200	Mobile Package includes logo in Supplement	

EXHIBITOR REGISTRATION MEETING: All exhibitors **must** attend the exhibitors' meeting which will be held at the **Moffett on Main Centre at 6:30pm on Wednesday, September 12.**

Full Exhibitor Registration Packs will be handed out, including exhibitor tags (2 - 4 per stand), parking discs and promotional posters and flyers for exhibitor distribution. Please state in writing should you require more exhibitor tags. A sample of the stand shell scheme will be on display at this meeting.

Additional lighting or electrical requirements must be confirmed in writing with Harwood Promotions for the exhibitors' own expense.

Any special arrangements regarding the design of the shell scheme ,ie, side walls open or closed, if in a corner position, must be confirmed in writing with Harwood Promotions. Changes to the build-plan, after construction has started, will be charged at R150 per change.

PAYMENT: Stands are only confirmed once 25% deposit has been received.

All Exhibitors are required to pay the remaining 75% of stand fees, by the latest Friday, August 31, 2012. Cheques must be made out to **Harwood PR & Promotions**.

Should two exhibitors share a stand both parties must sign individual contracts, they will receive 50% separate invoices and be required to make separate payments.

Electronic payments to be made to:

Harwood PR & Promotions

Bank: Standard Bank Cheque Account

Branch Code: 050017

Account No: 080 411 126

Please use your **stand number and/or Company Name as a reference** and fax deposit slip (041) 3735118 / or email the payment confirmation to

harwoodpr@worldonline.co.za

Exhibitors will be responsible for their own decor, tablecloths and any other working facilities which **must be accommodated within the space allocated**. Should the exhibitor be draping the front fascia of their stand, please notify the organiser as they will then not require a name for their fascia. Exhibitors are liable for their own draping service provider to use only fire retardant fabric as per venue regulations. The Exhibitors' signature on this contract signifies the acceptance of this venue ruling. All involved draping service providers to provide the venue with a Certificate of Compliance in this regard.

No living creatures to be incorporated into any displays.

ADVERTISING: All Exhibitors receive a business card size black & white advert as part of their stand package, should they wish to upsize their advert, please note the rates on the schedule above as well as the **attached actual sizes of the various options**.

- The Herald Clover Kids & Baby Expo Supplement will be published in The Herald on Wednesday, September 26.
- Ensure that your advertisement: size, copy and logo are emailed or delivered to Harwood Promotions at 31 Waverley Drive, Mill Park, before **Friday, September 7, 2012** latest.
- Please give clear instructions regarding your logo and advertisement specifications.
- Should you wish to add colour to your advertisement there will be an additional cost, available on request.

EDITORIAL: Please email full details of competitions, product discounts and special offers planned to take place at your stand, **as soon as possible**, for possible extra exposure in the La Femme build-up prior to The Herald Clover Kids & Baby Expo, or/ as well as in the Supplement.

HOW TO BOOK YOUR STAND:

1. Complete the exhibitor CONTRACT on the Final Page.
2. Fax /deliver/email the Last Two Pages, to Harwood Promotions, Fax no: (041) 3735118; Address: 31 Waverley Drive, Mill Park, Port Elizabeth, 6001; or email: harwoodpr@worldonline.co.za
3. Once the organisers have received your contract **with 25% payment**, your stand at The Herald Clover Kids & Baby Expo, is confirmed.
4. All contracts to be faxed or delivered, before the **closing deadline on Friday, August 31, 2012.**
5. **Advertising material will not be processed, nor will exhibitor stands be built, if full payment has not been received on or before Friday, August 31, 2012.**
6. **Exhibitors are liable for their full stand fee should a cancellation be received after Friday, August 31.**

Please confirm preferred position of stand by referring to attached layout:

STAND NO:

OPTION 1:

OPTION 2:

Total number of stands/m2 required: 1

Are you sharing this stand? yes If yes, complete the contact details of both companies on separate contracts from the last page.

Please note that we cannot guarantee that you will receive your preferred stand but we will endeavour to accommodate you as close as possible.

ADVERT PREFERENCE SIZE

Tick preference box and **indicate if you wish to add colour:**

5cm x 2column (business card size) **included in the stand package:** ☒

Upsize to 4cm x 3 columns: ☐

Colour: ☐

Upsize to 9cm x 2 columns: ☐

Colour: ☐

Upsize to 6cm x 3 columns: ☐

Colour: ☐

THE HERALD CLOVER KIDS & BABY EXPO - CONTRACT TO EXHIBIT

Venue: Moffett on Main Lifestyle Centre, Port Elizabeth

Show Dates: 28 - 30 September 2012

Company Registered Name:

Vat No:

Stand Fascia Name:

Describe your Product or Service:

Décor: Do you require tables/chairs? Indicate quantity:

Tables: 0

Chairs: 0

Person responsible:

Designation:

Cell:

Expo Rep:

Designation:

Cell:

Postal Address:

Tel:

Street Address:

Fax:

Email:

Website:

PAYMENT DETAILS:

DATE:

AMOUNT:

25% now due to secure booking

2nd Payment:

Date:

3rd Payment:

Date:

Final Payment due by 31 August 2012

Method of payment: EFT: ☐

CHEQUE: ☐

BANKING DETAILS: Harwood Pr & Promotions

Bank: Standard Bank Cheque Account

Branch Code: 050017

Account Number: 080 411 126

NB: Please State Reference: Company name + Stand No

On payment please fax proof of payment to (041) 373 5118 or email

harwoodpr@worldonline.co.za

I, the undersigned (Full Name)

Warrant that I am duly authorised to act for the exhibitor. The exhibitor wishes to book exhibition space as indicated above and agrees to all the standard terms of this expo.

Signature:

Date and signed at

on this

day of January 2012

Enquiries: Harwood Promotions 041 373 8714/083 310 0750, harwoodpr@worldonline.co.za

THE HERALD CLOVER KIDS & BABY EXPO
 MOFFETT ON MAIN LIFESTYLE CENTRE
 WALMER - PORT ELIZABETH

