



64th SOUTH AFRICAN
ORTHOPAEDIC
CONGRESS 2018

FINAL EXHIBITOR / TRADE NOTIFICATION

July 2018

Dear Colleagues,

A very special welcome to our trade partners. The 64th congress of the South African Orthopaedic Association will be held in Pretoria from 03 – 06 September 2018. Planning is well underway, and we look forward to welcoming you to Pretoria – The Jacaranda City.

We are very proud to be hosting a combined congress with the following subgroups taking part:

<i>Trauma (SAOTS)</i>	<i>Shoulder & Elbow (SASES)</i>	<i>Arthroplasty (SAAS)</i>	<i>Knee (SAKS)</i>
<i>Foot & Ankle (SAFSA)</i>	<i>Paediatrics (SAPOS)</i>	<i>Tumours & Infections</i>	<i>Hip Arthroscopy (SASHA)</i>
<i>Hands (SASHH) - will participate on Monday 3 September</i>			

This is an important document with all the information relating to your participation at the event. Please ensure that you read through the entire document and also that you share this with your stand builders.

The CSIR ICC Exhibition Terms and Conditions and Indemnity form must be signed by all exhibitors and their contractors / stand builders and returned to icc@csir.co.za.

THE FOLLOWING INFORMATION IS INCLUDED:

1. Floorplan
2. Stand Dimensions
3. Flooring
4. Build up & Breakdown of stands
5. Congress & exhibition opening hours
6. Trade badges & trade registration
7. Storage & delivery details
8. Safety and health regulations
9. Electricity requirements
10. Rules and regulations
11. Scientific Programme
12. Beverages and catering at your stand
13. Stand cleaning
14. Exhibition stands
15. Congress onsite registration & sponsoring of doctors
16. Social functions
17. List of exhibitors / stand numbers
18. Liability and insurance – disclaimer forms
19. Security
20. Editorial information and logos
21. Sponsorship opportunities still available
22. Accommodation reservations
23. General information
24. Contact details

1. FLOORPLAN

The exhibition, as always, will form an integral part of the congress, and will be held in 2 areas of the CSIR:

1. The Exhibition Hall
2. The Amber Room

This year we have introduced a “one way” traffic flow system through the trade areas to ensure that delegates are directed through all the trade areas. The exhibition space is in close proximity to both the plenary and parallel venues.

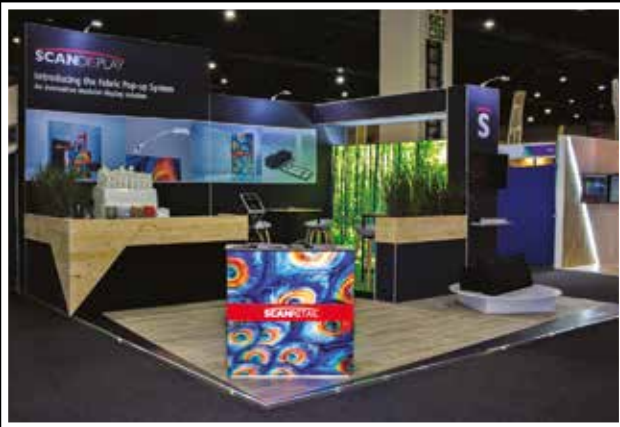
Floor space will be clearly demarcated. Stand builders to please keep within the demarcated areas, adhere to aisle regulations as well as health & safety guidelines.

Please see floorplan on the following page



Fabric Pop-up

An innovative modular solution



- Do-it-yourself
- Fits into a bag
- Re-usable graphics
- Cost-effective portable solution
- Lightweight and easy to transport



LED light



Wheelie bag



Counter



Backlit option available



Multiple configurations

Johannesburg
+27 11 447 4777

Cape Town
+27 21 409 1200

Durban
+27 31 564 7602

Port Elizabeth
+27 73 236 6618

Gaborone
+267 318 2525

Nairobi
+254 722 848 465



2. STAND DIMENSIONS

HEIGHT & WEIGHT RESTRICTIONS:

The ceiling height and weight restrictions in the trade hall differs in the various areas.

1. **Exhibition hall (main area)**
 - a. Height – 5.5m floor to ceiling
 - b. Floor Loading to white area not to exceed 15kN/m² (400Kg/m²)
2. **Exhibition hall (lowered entrance area)**
 - a. Height - 3.0 m floor to ceiling
 - b. Floor Loading to white area not to exceed 15kN/m² (400Kg/m²)
3. **Amber Room**
 - a. Height - 3.0 m floor to ceiling
 - b. Floor Loading to white area not to exceed 15kN/m² (400Kg/m²)
4. **Single volume space (tea and coffee station)**
 - a. Height – 2.3m floor to ceiling
 - b. Floor Loading to white area not to exceed 15kN/m² (400Kg/m²)

You are required to submit a stand diagram for all stands other than standard shell scheme stand. Structural Engineer's Certificate for stands over 2.5 meters in height. Please note that failure to comply with this may result in your stand not being allowed to open.

Please submit your stand diagram to the conference health & safety officer:

Charel Bester

Tel: (+27 12) 3824429

Fax: (+27 12) 0865550742

Cell: 073 299 5701

E-mail: bestercw@tut.ac.za

PILLARS:

Pillars which are part of your stand may be branded as part of your stand display. Pillars in common areas are available for branding as a separate sponsorship option. Please contact Colette Diamond on diamond@icesolution.co.za to confirm if the pillars close to your stand form part of the stand.

Size of pillars:

1. Exhibition Hall (main area)
 - a. There are no pillars in this main area near stands
2. Exhibition Hall (lowered entrance area)
 - a. Size: 410 x 1030mm
3. Amber Room
 - a. Size : 500 x 500 mm

AISLES

The minimum aisle space applicable to all exhibitions is 3 meters. Should any item or structure be placed or protrude into the designated aisle space, the congress venue reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

3. FLOORING

The Exhibition Hall and Amber Room are carpeted. No additional carpeting is required.

Should you carpet or construct any temporary flooring over the existing carpets, please note that you will be liable for any damage caused.

You may also order different coloured carpet from Compex. This will be for your own cost.

Christinah Makokoe

Christinah@compex.co.za

c. +27 71 133 4223

t. +27 11 234 0604

www.compex.co.za





4. BUILD UP AND BREAK-DOWN OF STANDS

Please take note of the following dates and times:

Saturday	1 September	Build up	Set up day 1 - from 08h00 throughout the night
Sunday	2 September	Build up	Set up day 2 – full day set up throughout the night
Monday	3 September	Congress day	<ul style="list-style-type: none">• Full day congress – Day 1• Exhibition stands to be complete at 06h00• Networking cocktails on the CSIR deck (or in the foyer in the event of bad weather)
Tuesday	4 September	Congress day	<ul style="list-style-type: none">• Full day congress – Day 2• Free evening
	5 September	Congress day	<ul style="list-style-type: none">• Full day congress – Day 3• Congress banquet at the Sun Time Square, Menlyn Maine.
Thursday	6 September	Congress day	Full day congress – Day
Thursday	6 September	Trade Breakdown	Breakdown is to commence after the mid-afternoon tea on Thursday and must be complete at 24h00 on Thursday 6 September.

Exhibition build up will take place on Saturday 1 September from 08h00 and on Sunday 2 September full day. Exhibitor stands need to be complete and ready to open to public at 06h00 on Monday 3 September.

IMPORTANT NOTES ON THE OFF-LOADING AND DELIVERY AT THE VENUE:

- The access to the offloading area of the main exhibition hall is up a ramp and through a 3.2m wide, 4.6m high size door. Please note that a queueing system will be in place to manage the access up the ramp
- Please note that due to SASSH (Hand) Conference happening in the main foyer – no build up will be allowed through the main doors of the CSIR.
- **Please note that the SAOA does not provide forklifts or trolleys for these purposes and there are none available onsite to hire.** Please make your own plans in advance if this is going to be required.
- Breakdown will only be allowed after the mid-afternoon tea break on Thursday 6 September at approximately 16h00. Breakdown must be completed by 24h00 on Thursday and no goods may be left on site after this time.

Stand builders are responsible for cleanliness, and will be liable for damages cause whilst, building, constructing and/or offloading. Please take other stand builders and exhibitors equipment into consideration. Should the trade set up their stand late or breakdown/strike early, the congress organising committee will have the right to impose penalties.

It must be emphasized that dismantling/building of stands must not interfere with the proceedings of the Congress in any way.

Please note that no contractors will be allowed during the exhibition area while it is open, except in the event of an emergency and/or with the express permission of the organising committee.

5. CONGRESS & EXHIBITION OPENING HOURS:

(Subject to the confirmation of the scientific program and subject to change)

EXHIBITION OPENING HOURS:

Monday 3 September 2018:	– 07h00 – 18h00
Tuesday 4 September 2018:	– 07h00 – 18h00
Wednesday 5 September 2018:	– 07h00 – 18h00
Thursday 6 September 2018:	– 07h00 – 16h00





6. TRADE BADGES & TRADE REGISTRATION

The cost of a stand includes 2 exhibitor badges. 2 x additional badges may be purchased per stand. The cost of an additional exhibitor badge is R 5800.00 ex VAT. Daily exhibitor badges may be purchased for a specific day at a cost of R 3000.00 ex VAT per badge per day. Please email your requirements in this regard to Colette Diamond on diamond@icesolution.co.za and you will be invoiced accordingly.

Please collect your Trade badges for the congress on Sunday from Colette Diamond in the trade hall. No one will be allowed in the exhibition hall without a name badge during the congress.

Badges are interchangeable as only names of exhibiting companies are indicated and not names and surnames of attending personnel. Please advise final numbers for additional personnel by Monday 13 August. For Security reasons, all delegates/ trade personnel will be required to wear their name badges at all times.

Exhibitors can purchase additional booth personnel tickets on site but payment for tickets purchased on site will need to be made via credit card or cash.

SPECIAL NOTE REGARDING LANYARDS:

Thank you to Smith & Nephew for sponsoring the lanyards. We encourage all exhibitor companies to please bring their own company lanyards as Smith & Nephew is sponsoring lanyards for delegates only.

We would like to recycle all delegate, trade and exhibitor badges. Please hand in your badge at the registration desk if you no longer require it. Your support in this initiative would be highly appreciated.

7. STORAGE & DELIVERY DETAILS

There are 4 storage cages available for rental at the back of the exhibition hall. The cages are each +- 1.5m x 2m in size and will be sold on a first come first serve basis. We suggest that you bring your own padlock and key to use to ensure the safety of your goods. Each cage will be available to book at a cost of R3000.00 ex VAT for the duration of the event. Should you wish to book one of these storage areas please contact Colette Diamond on diamond@icesolution.co.za.

As the SAOA has not arranged any other storage, please arrange for your deliveries to be made to the Congress venue on Saturday 2 September and not before. Please ensure that all items are clearly marked and include the below information:

Event Name : SAOA 2018
Your company name : xx
Your stand number : xx
Venue address : Meiring Naude Road,
Brummeria, Pretoria
Attention : Colette Diamond
(Ice Solutions)

There is no other storage available on site and all boxes and other goods will have to be removed after build up.

The contact person at the venue is:

Contact : Elizabeth Msiza
Email : emsiza@csir.co.za
Telephone : + 27 12 841 3822
Address : Meiring Naude Road, Pretoria,
South Africa
Website : www.csiricc.co.za

It is your responsibility to remove all items at the end of the congress.

The exhibitor is responsible for ensuring that the expo or courier company makes the appropriate arrangements and provides adequate labour so that move-in and move-out is as smooth as possible. The congress venue and organisers do not provide staff to off load trucks or provide for setup.

Please note that there will be a limited number of porters available to assist exhibitors with small items, from your vehicle to your stand.

8. HEALTH & SAFETY REGULATIONS

Contractors shall ensure that work is executed in all respects in accordance with the requirements of the Occupational Health and Safety Act and its regulations, as amended and all statutory regulations applicable, including the keeping of proper records, production of test certificates and appointment of Competent Persons. It is therefore mandatory – prior to all scheduled





exhibitions, that exhibition organisers, contractors and exhibitors take note of the following regulations. This agreement is binding on all sub-contractors engaged by the undersigned parties.

- All requirements of the Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to.
- Any other statutory requirements pertaining to the area of exhibition shall also be adhered to.
- Section 37 – Acts or omissions by employees or mandatories. Subsection 2 states that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandatories, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act;
- When any activity during build-up and/or breakdown periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures shall be implemented to ensure the health, safety and/or impact upon the environment.
- No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993;
- Should any chemicals, gases and/or substances be required to be used during build-up, breakdown and/or show periods then all relevant material safety sheets are required on site (where required in terms of the Act);
- Be advised that this agreement places the onus on the mandatory to contact Complete Exhibitions in the event of inability to perform as per this agreement. However Complete Exhibitions, reserves the right to unilaterally take any steps as may be necessary to enforce this agreement.
- All mandatories are to provide and ensure the correct use of personal protective equipment by their employees at their cost at all times.
- All mandatories are to maintain and ensure that all electrical apparatus and safety equipment is kept in a safe working condition at all times.
- In terms of Section 16(3) of the Occupational Health and Safety Act no. 85 of 1993, no appointment(s) will relieve an Exhibitor (employer) to (the

contractor or sub-contractor) of any responsibility or liability under this Act.

- All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act and must be accompanied by an original Electrical Certificate of Compliance, which must be handed to Complete Exhibitions on site, prior to the opening of the event.
- **All custom stands are to submit technical drawing to the health and safety officer for approval prior to build up. Please send plans to Charel Bester on bestercw@tut.ac.za.**
- **Any stand over 2,5m high will also have to provide the venue with a structural engineer's certificate.**
- **Any stands doing electrical wiring will also have to provide the venue with an electrical compliance certificate.**

9. ELECTRICITY REQUIREMENTS

Each stand/s will be supplied with an electrical plug point (single phase 15 Amp) and one DB board per every 4 stands. Please do not overload your plug point. Please bring your own extensions and adaptors as these are not available to borrow or buy on site. Should you need to arrange additional electricity supply please contact Christinah on the details below. These will be for your own account.

Exhibition contractor

Christinah Makokoe

Christinah@compex.co.za

c. +27 71 133 4223

t. +27 11 234 0604

www.compex.co.za

Electricity will be in place from 08h00 on Saturday 1 September.

10. RULES AND REGULATIONS

Please ensure that the space rental and all services are paid for in full by due dates. No exhibitor or stand building company will be granted access to the trade hall until all outstanding accounts have been settled.

No Trade/companies or media is allowed at the congress that is not an exhibitor, sponsor and has not been issued a valid access badge.





No photography or video recording is allowed in the Exhibition halls, and/or conference sessions without the express permission of the SAOA congress organising committee. Please note that this is a closed private meeting and is not open to the public.

GENERAL RULES AND REGULATIONS

- The Organisers are not agents for either exhibitors or sub-contractors and can accept no liability in respect of any contract entered into between exhibitors and sub-contractors for the negligence or default of any such persons, their servants or agents.
- Please also see all rules and regulations in the CSIR terms and conditions which is a separate attachment in the email which is this document is sent out with.

11. SCIENTIFIC PROGRAMME

You will be supplied with the final programme in your congress packs. Alternatively, you can find the latest version on the website www.saoa.org.za. Please note that the programme is subject to change at any time without prior notification.

Please refer to the scientific programme for congress opening times and refreshment break times. Please ensure that your stand is open during all refreshment breaks.

Lunch/tea break refreshments will available 30 minutes prior to the break times for all trade personnel to eat prior to delegates entering the trade hall/ exhibition area.

The congress session dress code is business casual.

12. BEVERAGES AND CATERING AT YOUR STAND

Please contact Elizabeth Mzima at the venue on emsiza@csir.co.za for food or beverage items that can be ordered for your stand/booth. These will be for your own account. Please note that you may not bring in your own food and beverages, and all orders should be paced through the venue. All food & beverage orders are to be paid for in full before the event.

Please also see all rules and regulations in the CSIR terms and conditions. This is a separate document attached to the email which this announcement was sent with.

13. STAND CLEANING

Extra cleaning personnel will do a once off clean on Monday from 06h00 - 07h00 and general aisle cleaning will be done throughout the congress. If you require additional cleaning services this will be for your own account and can be arranged through the venue directly.

14. EXHIBITION STAND

The stand cost includes the following:

- 1 x (3x3m) or (3x2m) floor space area
- 1 x 15 amp plug
- 1 x Trestle table (Length 2.3 meters / Width 75cm/ Height 73cm) and 2 black chairs (if required). A black table cloth can be provided if required, or you are welcome to bring your own.
- **PLEASE NOTE THAT NO SHELL SCHEME IS PROVIDED**
- 2 x Exhibitor Badges per stand, including all teas and lunches for badge holders.
- **PLEASE ENSURE THAT YOUR STANDBUILDER COVERS THE BACK OF THE STAND AND THE SIDES IF THESE ARE FACING PUBLIC AREAS AND ADHERES TO THE HEIGHT RESTRICTIONS IN THE VENUE.**

Additional furniture for your stand can be ordered from:

Christinah Mahokoe
Christinah@compex.co.za
c. +27 71 133 4223
t. +27 11 234 0604
www.compex.co.za

The service forms for these extras are available on the SAOA website www.saoa.org.za.

15. CONGRESS ONSITE REGISTRATION

Delegate onsite registration and badge collection will be open from 15h00 – 17h00 on Sunday 2 September, and then again from 07h00 daily.





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The registration desk will be situated in the foyer area at the CSIR ICC and will be clearly signposted.

Please note that there is a fee of R 570 (incl VAT) for onsite registrations.

16. SOCIAL PROGRAMME

MONDAY 3 SEPTEMBER 2018



The Cocktail /Networking function will be held onsite on the deck at the CSIR (weather permitting) and promises to be an enjoyable evening catching up with friends and colleagues.

Cost: R 200 ex VAT per person

TUESDAY 4 SEPTEMBER 2018

Free evening

WEDNESDAY 5 SEPTEMBER 2018



This year's Congress Banquet will be held at the Sun Time Square, Menlyn Maine. <https://www.suninternational.com/time-square>. The banquet is always a great evening which includes an awards ceremony and showcases local talent as part of the entertainment lineup. This year performance artists

from Gauteng and Pretoria will be featured, promising to impress both our local and international guests.

Cost: R 500 ex VAT per person

If you have not yet booked your tickets for the social events, please contact Colette Diamond on diamond@icesolution.co.za

17. LIST OF EXHIBITORS / STAND NUMBERS

Exhibition Stand 22 & 23	Macromed
Exhibition Stand 24	Anstem Medical
Exhibition Stand 25 &	Johnson & Johnson
Exhibition Stand 28 & 29	Sanofi
Exhibition Stand 30	Advanced Othopaedics
Exhibition Stand 31	Implament RSA
Exhibition Stand 32	Hangzhou Rejoin Mastin Medical
Exhibition Stand 33	SXS Surgical Solutions
Exhibition Stand 34	Ortho Surgical Implants / Paragon
Exhibition Stand 35 & 36	Stryker
Exhibition Stand 37 & 38	Surgical Innovations
Exhibition Stand 39 & 40	Werkomed / implantcast
Exhibition Stand 41	Beijing Fule Science & Technology
Exhibition Stand 42	Karl Storz
Exhibition Stand 43	Arthromedix /SA Biomedical
Exhibition Stand 44	Medhold
Exhibition Stand 45	Surgitech
Exhibition Stand 46 & 47	Smith & Nephew
Exhibition Stand 48 & 49	BMK Orthopaedics
Exhibition Stand 50	Elite Surgical Supplies
Exhibition Stand 51 & 52	Stratmed
Exhibition Stand 53	Available
Exhibition Stand 56 & 57	Fluorovizion
Exhibition Stand 58	Adcock Ingram Prescription
Exhibition Stand 59	Acelity
Exhibition Stand 60	Meril SA





Exhibition Stand 61	Heraeus
Exhibition Stand 62 & 63	Corin SA
Exhibition Stand 64 & 65	Zimmer Biomet SA
Exhibition Stand 68	Affmed
Exhibition Stand 69	Bone SA
Exhibition Stand 70	Available
Exhibition Stand 71	BMG Orthopaedic Solutions
Exhibition Stand 72	Aerobiotix
Exhibition Stand 73	Available
Exhibition Stand 74	Orthomedics Pharmaceuticals
Exhibition Stand 75	Discovery
Exhibition Stand 76	Available
Exhibition Stand 77	Available
Exhibition Stand 78	EthiQal
Exhibition Stand 79	Available
Exhibition Stand 80	Available
Exhibition Stand 81	Invula Medical
Exhibition Stand 82	Bard/BDI Medical

OTHER SPONSORS INCLUDE:

Printing of quick reference academic program	Discovery
Branding of lockers	Heraeus
Name badge & Lanyard sponsorship	Smith & Nephew
Conference Bags	Discovery
Branded note pads & Pens	Life Healthcare
	Stryker
USB / Memory sticks with abstract	Johnson & Johnson
Branding rights of the top table in the plenary venue	Smith & Nephew
Branding rights of the top table in the parallel venue	Smith & Nephew
Insert into conference bags	Bayer
	Life Healthcare
	EthiQal
	Adcock Ingram Prescription
	Amplitude SA
	Landrover / Jaguar

Placement of flyers in the conference halls	Bayer
Branded water bottles	Smith & Nephew
Directional footprints on the floor and lollipop signage	Affmed
Tea & Coffee Station	Eli Lilly
Vehicle displays and VIP shuttle service	Landrover / Jaguar
Spine Casebook	Johnson & Johnson

If the information above is not correct, please let Colette Diamond know ASAP on diamond@icesolution.co.za as these are the names which will appear on the conference information and floorplan.

18. LIABILITY AND INSURANCE

If you have not yet sent in your Disclaimer of Liability form, please return this ASAP to Colette Diamond on diamond@icesolution.co.za. If this form is not received timeously, you or your stand builders will not be allowed to build up your stand.

All exhibitors and their subcontractors are required to have the necessary public liability insurance in place.

Exhibitors are reminded to insure their own equipment adequately for the duration of the exhibition. Neither the Congress organizers, the SAOA, nor the conference venue will be responsible for any loss, theft or damage caused in any manner whatsoever. The Congress Organisers strongly recommend that exhibitors check that they have adequate cover for the duration of the exhibition.

At the close of the exhibition each day and before leaving the stand, exhibitors must make certain that there are no potential fire hazards on their stands and that all valuables have been removed. Lights and power should all be turned off at the stand mains and equipment should be double checked for safety purposes.

19. SECURITY

The CSIR ICC has standard venue security during the day and the venue is secured in the evenings. Please see the CSIR ICC Exhibition Terms and Conditions regarding the hiring of additional dedicated security for your stand should you require such a service.





We ask that you please assist and wear your congress badges at all times. It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage to property.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the Conference venue. Conference venue security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of conference venue and

its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

Please remember that exhibitors are fully responsible for their equipment at all times. Please do not leave briefcases, handbags, laptops, cellular phones etc unattended on your stand. All belongings should be placed out of the public's eye inside locked cupboards or office areas. Unattended briefcases and packages could be a security risk.

20. EDITORIAL INFORMATION AND LOGOS

If you have not yet sent the information for your free listing on mobi app – please do so ASAP by contacting Colette Diamond on diamond@icesolution.co.za to ensure that it is included

21. SPONSORSHIP OPPORTUNITIES STILL AVAILABLE

We still have a few sponsorship opportunities available. If you are interested in any of these please contact Colette Diamond on diamond@icesolution.co.za

SPONSORSHIP OPPORTUNITY	NUMBER	PRICE (ex VAT)
Advertising in the final delegate announcement		
- Page 2	3	R 7 500,00
-Inside page	No limit	R 6 000,00
Directional Signage	1	R 15 000,00
Branding of lockers	1	R 10 000,00
Branding of registration area	1	R 25 000,00
RFID	1	Will be confirmed on request
Branding of announcements screen in the plenary venue	4	R 10 000,00
Branding of announcements screen in the parallel venue	4	R 7 500,00
Visual advert in the plenary venue	Unlimited	R 10 000,00
Visual advert in the parallel venue	Unlimited	R 7 500,00
Insert into conference bags	Unlimited	R 7 500,00
Placement of flyers in the conference halls	3	R 7 500,00
Branding of pillars in the Amber room (cost is for one of the 5 pillars)	5	R 3 000,00
Co - Sponsorship of the congress mobi app	3	R 25 000,00





SPONSORSHIP OPPORTUNITY	NUMBER	PRICE (ex VAT)
E-Poster Sponsorship	1	R 25 000,00
Attendee email confirmation	3	R 10 000,00
SMS's	5	R 2 500,00
Eblast	5	R 10 000,00
Branding rights of the front of the CSIR Building	1	R 25 000,00
Opening networking event	1	R 30 000,00
Congress Banquet	1	TBA

SPONSORSHIP OPTIONS:

ADVERTISING SPACE & PRINTING

- a. **ADVERTS IN DELEGATE ANNOUNCEMENTS**
Exhibitors may place adverts in the 3 delegate announcements which are emailed in a PDF format to the delegates.
Advert specifications:
A4 portrait, 300 dpi jpeg or pdf. 3mm bleed. 20mm safe area.

DIRECTIONAL SIGNAGE

- This is for the sole purpose of highlighting the routing to the various venues. E.g. Plenary / Parallel / Workshops etc.
- The signage can have your logo and graphics of choice, with the names of the various venues and arrows.
- This cost is purely for the branding rights. The sponsor will be responsible for the manufacture and printing of the signage and delivery thereof to the venue.
- + - 8 – 10 pull up banners will be required
- Specification and approval will be required by the organising committee.

BRANDING OF LOCKERS

(Sponsorships available)

- At both the entrances to the plenary room (Diamond Auditorium) the venue has sets of lockers for delegates to use to store their items securely.
- This sponsorship is a branding opportunity to brand the two areas (two separate sponsorships available)
- Options:
 - Place vinyl decals on the locker doors (please note that you will also be responsible for removing the vinyl cut outs and for any damages caused by the application / removal of the vinyl graphics)
 - Place free standing banners in the area
 - Provided branded key rings for the locker keys
 - Place promotional material in the lockers for guests to see when they use the lockers
- The cost of the sponsorship is purely for the branding rights - all costs of branding are for your own account.
- A site inspection is compulsory to determine exact requirements & permutations.





BRANDING OF REGISTRATION AREA



- a. This is the opportunity to brand both the main CSIR reception desk and the congress registration area.
 - i. You may brand the top of the CSIR section with your branding
 - ii. The top of the congress registration should have the relevant A – Z for name badge collection, queries, tours etc etc
 - iii. The bottom of the entire block can have your company branding
- b. The cost of the sponsorship is purely for the branding rights - all costs of branding are for your own account.
- c. A site inspection is compulsory to determine exact requirements & permutations.

BRANDING OF ANNOUNCEMENTS SCREEN IN THE PLENARY VENUE

- a. The Diamond Auditorium is the plenary venue for the congress. The venue has an existing screen on the left-hand side of the stage which will be used purely for announcements and branding. Your logo will alternate on the screen with announcements and the program all day.
- b. Branding rights are sold per day – thus 4 sponsorships are available (Monday – Thursday)
- c. The sponsor would be required to supply the artwork in a suitable format.



BRANDING OF ANNOUNCEMENTS SCREEN IN THE PARALLEL VENUE

- a. The Ruby Auditorium is the parallel venue for the congress. The venue has an existing screen on the right-hand side of the stage which will be used purely for announcements and branding. Your logo will alternate on the screen with announcements and the program all day.
- b. Branding rights are sold per day – thus 4 sponsorships are available (Monday – Thursday)
- c. The sponsor would be required to supply the artwork in a suitable format.



VISUAL ADVERT IN THE PLENARY VENUE

- a. The sponsor will be able to place a visual advert or announcement on the main screen in the plenary venue.
- b. This will be shown prior to tea breaks and lunch breaks and when delegates leave and return to the venue.
- c. This option does not provide exclusivity to one sponsor. All sponsor adverts will be shown at various times throughout the duration of the congress.

VISUAL ADVERT IN THE PARALLEL VENUE

- a. The sponsor will be able to place a visual advert or announcement on the main screen in the plenary venue.
- b. This will be shown prior to tea breaks and lunch breaks and when delegates leave and return to the venue.
- c. This option does not provide exclusivity to one sponsor. All sponsor adverts will be shown at various times throughout the duration of the congress.





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BRANDING OF PILLARS IN THE AMBER ROOM TRADE HALL

- The trade section of the congress flows over three different areas, the main foyer, the amber room and the exhibition hall.
- This branding opportunity is to wrap on one of the 5 pillars in the Amber room. The choice of pillar will be on a first come first served basis.
- The cost is for the branding rights only the sponsor will be responsible for the costs of the manufacture and application of the branding.
- Any damage caused to the CSIR equipment will be for the account of the sponsor to fix.

SPONSORSHIP OF THE CONGRESS MOBI WEBSITE APP

- If you are interested, please contact ICE Solution for more information. This will be shared rights for the branding of the mobi website, accessible on all devices and this site will have the most up to date congress information/ programme available, and any new information will be loaded on the site. All congress delegates will be sent the link to the mobi website for quick congress access. There will be no congress book printed with general information and all this information will only be available on the mobi website.
- Your logo/ advert will appear on various pages of the app with a link to your website.
- Specification and approval will be required by the organising committee for the above.



E-POSTER SPONSORSHIP

- All e-poster submissions will be shown on LED screens in the main foyer.
- This sponsorship includes your branding on the landing pages of the e-poster presentations and a slide of your logo/branding placed between every 5th poster.
- You may put up 2 x pull up banners next to the screens.
- Your company name will appear on the daily announcements each day e.g: please remember to view the e-posters in the foyer, sponsored by XYZ company.



ATTENDEE EMAIL CONFIRMATIONS

- All pre-registered delegates receive confirmation of their registration via email.
- The sponsorship includes your company logo and a hyperlink to your website on all registration emails sent out.
- 3 x Sponsorships available





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SMS's

- a. These SMS's will be sent out during the week of the congress.
- b. No product advertisements or company name changes – only information about the congress is allowed eg: Workshop reminders / Invitation to visit your stand to take part in a competition etc.
- c. Limited to 5 sponsors and only 3 SMS's per sponsor are allowed.
- d. Each SMS is a maximum of 130 characters
- e. This option is only available to attending exhibitors and sponsors.

eBlast

- a. The sponsor will send the copy of the email to us and we send it out to all registered congress delegates the week prior to the congress.
- b. This option is only available to attending exhibitors and sponsors.
- c. Copy will have to be approved by the congress committee.
- d. Only congress related information is allowed.
- e. Your logo and link to your website is included in the email.

FRONT OF CSIR BUILDING

- a. This is an opportunity to brand the outside entrance of the main CSIR conference building.
- b. The cost of the branding, erection and dismantling thereof is for the sponsor's account.
- c. The branding plan will require approval from the conference planning committee.



OPENING NETWORKING EVENT

- a. The opening networking cocktail party will be held at the CSIR on Monday 3 September 2018. Please contact ICE Solution if you are interested in sponsoring this event.

CONGRESS BANQUET

- a. The gala dinner will be held in the ballroom at Menlyn Maine on Wednesday 5 September. Please contact ICE Solution if you are interested in sponsoring this event.

TRADE WORKSHOPS

- a. Should you wish to host a trade workshop during the congress, please contact Colette Diamond on diamond@icesolution.co.za

FLYERS IN ONE CONGRESS HALL

- i. Flyers will be laid out at each seat each morning. This is available for the Tuesday, Wednesday and Thursday only (not for the congress opening). This opportunity is open to one company per day. Selection of days is on a first come, first serve basis.

PROMOTIONAL LITERATURE

- i. Promotional literature can be placed in the Congress bags. A4 or A5 flyers or CD's may be placed in the bags – all this material needs to be at the venue no later than Friday, 31 August 2018 to be included in the bags.





22. ACCOMMODATION RESERVATIONS

Please ensure that you book and pay for your accommodation directly. Please also organise your own transport/transfers to and from your accommodation.

We have negotiated preferential rates with the hotels listed below. The rates are subject to terms & conditions.

- You may find a better/different rate by going online. These rates will be subject to different terms & conditions to the SAOA rates.
- All the hotels have release dates so please book and pay as early as possible.
- All hotels subject to availability at time of booking
- Please note due to the increase in VAT on 1 April some prices may be affected at time of booking

MASLOW AT TIMES SQUARE



Booking reference : <https://www.suninternational.com/mysun/booking/?Hotel=MASL,TSQR&INVENTORY=SAOA18PUB&ARRIVE=2018/09/01&DEPART=2018/09/08>

Booking code: SAOA18PUB

NB please quote the booking code to get the SAOA preferential rate

Distance to CSIR approximately 10 minutes

Contact person = Nicky Nel

nicky.nel@suninternational.com

T +27 (0) 12 003 5852

Website www.suninternational.com

* Booking form is also available on the SAOA website

	DOUBLE OCCUPANCY	SINGLE OCCUPANCY
Foundation Twin / Queen / Accessible	R1736	R1546
Median Twin / King / Accessible	R1886	R1696
Zenith Twin / King / Accessible	R2110	R1920

CITY LODGE LYNNWOOD



Booking ref 14IBB85BK

NB please quote the booking code to get the SAOA preferential rate

Distance to CSIR is 2.5 km (5- 6 minutes' drive traffic dependent)

Contact person = Chantal Roberts or Irene

Tel: +27 12 471 0300

Email: cllynnwood.resv@clhg.com

Website : www.clhg.com/

No booking link or form – call hotel direct to book

	DOUBLE OCCUPANCY	SINGLE OCCUPANCY
Weekday Rates	R1983.47	R1541.68
Weekend rates	R1613.81	R1234.64

Rates quoted include breakfast.

Note: There will be a 1% increase in rates due to VAT increase effective 1 April

CAPITAL PRETORIA



Booking ref and link: SAOA-523834

NB please quote the booking code to get the SAOA preferential rate

Rates: R2160 double and R1960 single B&B

Distance to CSIR: approximately 10 minutes

Contact person: Lerato Mosaka

Tel: 012 942 5000/814

Email: menlyn@thecapital.co.za

Website : <https://thecapital.co.za/>





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PROTEA FIRE AND ICE



Booking ref SAOA congress 188732

NB please quote the booking code to get the SAOA preferential rate

Booking link

http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?presLinkData=SAOA%20Congress%5Epryme%60saosaosa%601590%60ZAR%60false%602%609/1/18%609/9/18%608/1/18&app=resvlink&stop_mobi=yes

Distance to CSIR is 6.3km (approx 12 minutes)

Contact person and details = Tिनotenda Maderedzanwa

D +27 (0) 12 471 8601

T +27 (0) 12 471 8600

Email: Tिनotenda.Maderedzanwa@proteahotels.com

Website : www.proteahotels.com

Rate = R1590 single B&B excludes tourism levy

Rate = R1980 sharing rate B&B excludes tourism levy

Note: There will be a 1% increase in rates due to VAT increase effective 1 April

23. GENERAL INFORMATION

LANGUAGE

English will be the language spoken at the Congress.

TRANSPORT

1. **UBER** operates in Pretoria

2. The **Gautrain** runs to Pretoria with the H2 Lynnwood bus running from the Hatfield station to the congress venue. For more information visit:

http://join.gautrain.co.za/Assets/Download/Bus_Route_Map_Lynnwood_H2.pdf

3. Airlines

OR Tambo and Lanseria Airports service Johannesburg and Pretoria.

Airlines that fly into OR Tambo and Lanseria are:

Safair - <https://www.safair.co.za>

Kulula - <http://www.kulula.com>

Mango - <https://www.flymango.com>

SAA - <https://www.flysaa.com>

British Airways <http://www.britishairways.com>

24. CONTACT DETAILS

CONGRESS ORGANISING COMMITTEE

ICE SOLUTION

Tel : +27 11 911 1920/ 1921

88 1st Street • Parkmore • B123 • Johannesburg • South Africa

Website: www.icesolution.co.za

CELL NUMBERS & EMAIL ADDRESSES:

Trade / Sponsorship & Exhibitions

Colette Diamond

+27 83 788 0010 – diamond@icesolution.co.za

Delegate Registration

Collette Hoppe

+ 27 82 906 1961 – collette@icesolution.co.za

Programme / invited speakers / presidents / ladies programme

Sam Belcher

+27 83 661 8496 - sam@icesolution.co.za

General

Tracey Whittle

+27 82 444 0770 - tracey@icesolution.co.za

SAOA SECRETARIAT:

Leana Fourie - COO

Email: info@saoa.org.za

Tel: 051 430 3280

Fax: 051 430 3284 or 0861 564 7437

Cell: 083 391 2715

Postal address: P O Box 12918 Brandhof, 9324, South Africa





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SAOA CHIEF EXECUTIVE OFFICER

Sara Mather

Email : sara@saoa.org.za

+27 83 459 8967

SAOA BANKING INFO

Name: SAOA

Bank: First National Bank (FNB), Brandwag

Branch Code: 230-534

Account number: 62 337 246 062

SWIFT CODE: FRNZAJ

IBAN/BIC: 23053462337246062

CONGRESS/ACADEMIC COMMITTEE

Prof Theo le Roux

Dr Pradeep Makan

Dr Stefan Colyn

SAOA CONGRESS COMMITTEE CONTACT

Prof Theo le Roux - brummer@icon.co.za

