

EXHIBITION / BOOTH BOOKING INFORMATION

You will need to purchase your stands online on or after the designated booth sale day – **WEDNESDAY 9 MAY 2018** at 10h00 GMT+2.

Please complete the trade registration form online and send your proof of payment to Colette Diamond on diamond@icesolution.co.za

No telephonic bookings or allocations can take place, please complete the online trade registration form.

Only once payment is received will your booth/s be confirmed. Please note that in the event that first options are not available, we will endeavour to allocate your second or third option, but final trade space and positioning is at the discretion of the SAOA 2018 organising committee.

When selecting your choice of booth/s please keep in mind that you will be required to close/seal the back of your stands so as not to negatively affect the booth/s which may not have a built structure alongside you. **Please ensure that your stand builders are made aware of this so as not to have any situations onsite where they claim to not be aware of this.**

PLEASE NOTE SAOA Banking details:

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

The SAOA congress is VAT registered. VAT is charged at 15%

VAT no : 429 013 1020

In order to make the sale of booth/s as fair as possible we have instituted the following process:

How to book a stand:

On **Thursday 3 May 2018** at 10h00 – registration to the site opens. You will be able to log on and check that your existing username and password login details work or create a new user profile if you are a first-time user.

1. Go onto the www.saoa.org.za website and log in as a user.
2. If you are a first-time user on the site, you will have to create a trade profile on the website
3. Please check your **username and password** before booth sales go live to ensure you do not encounter any problems on the day.
4. If you do not yet have a username and password, please apply for one timeously before booth/s sales go live to avoid any wasted time and potentially missing out on your preferred stand.
5. Please check the spelling of your username carefully when logging on.
6. If you encounter any problems, please contact below for assistance with technical questions.

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7. On **Wednesday 9 May 2018 at 10h00** – booth/s sales for the South African Orthopaedic Association Congress (3 - 7 September 2018) go live. **PLEASE DIARISE THIS DATE.**
8. At 10h00 log onto the website <http://www.saoa.org.za/>
9. Complete all sections of the booking form and select your first, second and third choice of stands. Every effort will be made to accommodate your request but as explained in the notes below, allocation will only be confirmed on receipt of payment.
10. **Please note that if the disclaimer which is part of the registration form is not completed, your booking will not be accepted.**
11. The exhibitor is to please send the secretariat (ICE Solution) a confirmation (proof) of payment. (Please include the date of payment; the method of payment and bank reference numbers if applicable).
12. The exhibition secretariat (ICE Solution) will confirm in writing the booth/s allocated and an invoice for the due amount will be sent to you in due course for your records.

Notes:

- *At present the demand for exhibition space is considerable and in order to make the process as fair as possible we can only allocate and confirm exact stand allocation/s once payment has been received.*
- *Exhibitors should be aware that if there is a long interval between the dates that they indicate their preferred choices, and the receipt of payment, their preferred booth/s may have been reserved and paid for by another exhibitor. However, the secretariat (ICE Solution) undertakes to stay in close communication with all exhibitors during this process and to keep them informed of the continued availability or unavailability of their chosen booth/s.*

We trust that exhibitors will find these procedures fair and we would like to assure exhibitors of our co-operation at all times to assist in securing their preferred booth/s.

Booth Costs:

All exhibition space is charged at R 10 000 ex VAT per square meter. Therefore a 3 x 3m stand will cost R 90 000 ex VAT, and a 3 x 2m stand will cost R 60 000.

There are 3 different areas available – and each has separate regulations and build up times. Please make sure you understand the different spaces and build up times before making your decision.