



B·H·F
SOUTHERN AFRICA

The **I9th** Annual
BHF Southern
African Conference

SUN CITY
17 - 20 June 2018

2018 Exhibitor Manual





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Dear Exhibitor

Re: Exhibitor Manual

The BHF Annual Southern Conference will be held in Sun City from **17 to 20 June 2018**. In order to ensure that your organisation enjoys maximum exposure and that your brand is positively displayed, please note the following:

1. Exhibition Details

TASK	DATE	TIME
Build-up	Saturday 16 th June 2018 Sunday 17 th June 2018	10am- 24h00 7am-24h00
Exhibition venue	Super Bowl	07:00 till evening
Show dates	Monday 18 th June 2018 Tuesday 19 th June 2018 Wednesday 20 th June 2018	Please note that the Green House will be the venue for the opening cocktail on Sunday .
Breakdown	Wednesday 20 th June 2018	13h00

2. Access to Sun City

Sun City conference venues are located just under two hours from Johannesburg. Direct flights to the Pilanesberg are also available from Johannesburg and Cape Town.

PHYSICAL ADDRESS

R556, Sun City, 0316

PARKING AND DELIVERY LOADING BAY DETAILS

Exhibitors can off load at the loading bay and park their vehicle at the respective hotels where they are booked.

Sun City does not issue or make use of parking tickets for the loading bay, we will coordinate with all exhibitors and set up a schedule for security to be able to control access.

IMPORTANT CONTACTS

- **BHF-** Mary Manamela 011 537 0270/ 065 853 4289, email: marym@bhfglobal.com
- **GL Events-** Exhibition stands contact: Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com

IMPORTANT DATES

23 May 2018	Bag inserts due
23 May 2018	Competition and giveaways description due

3. Logos

In order to obtain maximum exposure for your organisation at this year's conference your organisation's logo will be printed on the conference programme and sponsor banners however, to attain high quality prints, please forward a logo in vector format, or 300dpi jpeg as soon as possible.

4. Table Drops

Please note your organization is **not allowed** to place any branding material on delegate tables without booking a slot with BHF. Should you wish to book a table placement please email; marym@bhfglobal.com

5. Bag Inserts

Please forward any branding material which you wish to include into the delegate bags to Mary Manamela at: Lower ground floor, South Tower 1sixty Jan smuts, cnr Tyrwhitt Ave Rosebank 2196 by no later than **23 May 2018**.

6. Competitions and Giveaways

Should you wish to have a draw conducted at one of the sessions and have not booked please e-mail Mary Manamela at marym@bhfglobal.com or call 011 537 0270/ 065 853 4289 on or before 23 May 2018. **Please include description of the prize and a short brief.**

7. Schedule of Events

Sunday 17 th June	09h00 – 15h00	BHF Golf Challenge	Lost City Golf Course
Saturday 16 th June	15h00-18h00	Delegate Registration/Exhibitor and sponsor registration	Warrior Hall Foyer – Conference Centre
Sunday 17 th June	15h00 – late	BHF Golf Prize Giving	Lost City Golf Course
Sunday 17 th June	10h00-17h30	Delegate Registration	Warrior Hall Foyer – Conference Centre
Sunday 17 th June	18h00-20h30	Opening Ceremony & Cocktail	Green House
Monday 18 th June	08h00 - 17h00	Conference Sessions	Conference Centre
Monday 18 th June	19h00 for 19h30	Titanium Awards Gala Banquet	Sun Park
Tuesday 19 th June	08h00 – 15h00	Conference Sessions	Conference Centre
Wednesday 20 th June	08h30 – 12h30	Conference Sessions	Conference Centre
Wednesday 20 th June	12h30	Conference Closure	Conference Centre

8. Registration

All persons manning your stand have to get an access card at registration, which will be open on **Saturday, 16th June 2018 from 15h00 – 18h00.**

Please note that you are limited to:

- Two people manning – 3x3
- Three people manning – 6x3

Should you wish to have more people at your stand please note a fee of R5000 per person will be charged.

9. Lunch, Opening Ceremony and Gala

There will be no charge for attending the Opening Ceremony scheduled for **Sunday 17th June 2018.** Those manning stands are welcome to join the delegates for tea and lunch for the duration of the conference. Please note that included in the package is access to the Gala evening at no additional charge for persons manning your stand.

10. Exhibition Storage Space

There will be storage as from Friday the **15th – 20th June 2018**. Should you need storage, please email: marym@bhfglobal.com to book this.

11. Aisles / Ceiling Height

The passage in between stands should be 1.2m and minimum height requirement is **3 metres** anything above the venue will require a COC. A minimum of 3 to 4 emergency doors to be opened with no stands set up in front.

Should any item or structure be placed or protrude into the designated aisle space, Sun City Management reserves the right to move or remove the said item without any liability for loss or damage thereof.

It is recommended that stand designers view the exact location of their stand in the venue before designing stands, to take into consideration potential obstacles / limitations e.g.: metal struts, air-conditioning pipes, columns etc.

12. Labour / Porterage

Porters or general assistants will be available throughout the conference, should you require this service please e-mail: marym@bhfglobal.com and the times you need the porter.

13. Design Stands

- Please note that all exhibitors can contract in their own preferred providers. However, should you need GL Events South Africa to assist you, please contact Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com

Power Point / Plugs

- BHF will supply one plug point each single-phase outlet is 240volt. Should you wish to order a single-Phase Distribution board, please contact Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com
-

14. Security

The venue only provides perimeter security for Bridge 1 (**convention centre entrance**) only. For super bowl and other venues, Sun City does not supply perimeter security.

15. Fire Escapes

Fire escapes are located throughout the venue and are demarcated with signage. Event organizers are to ensure that neither the signage nor the exits are obstructed in any way.

16. Travel Clinic

There is a clinic on the resort that is located opposite the entertainment centre, the clinic is opened 24 hrs. The doctor is available between 08h00 – 18h00 pm and is on standby thereafter. There is a call out doctor's fee that is applicable for any emergencies. There are also medics on standby outside the resort and their extension number is 1111.

17. Flammable & Hazardous Material

The venue does not allow any fire or flammable material on any of the venues.

Furniture

- BHF will only supply 1 trestle table with 2 chairs for free. Should you wish to book additional furniture please contact your preferred supplier or please contact Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com

Carpeting

- the venue is carpeted with grey carpeting.

Stand Cleaning

Exhibitors are responsible for maintaining their own stand in a tidy condition at all times.

Dedicated cleaning to stands will be for the exhibitors account.

18. Food and beverages

- No food is allowed to be sold on the stands.
- No external food can be brought in, unless management has approved.
- A surcharge is applicable to all food & beverage brought on complex, the price is at management discretion.
- No live cooking with gas or other flammable items in the venue.

19. IT Infrastructure

The Sun City resort offers complimentary wi-fi. Should you require a dedicated line, IT will require 21 days prior to the groups arrival to arrange and test to ensure that is booked according to your requirements.

20. Exhibitor Terms & Conditions

1. Exhibitor
 - 1.1. To pay BHF, upon receipt of invoice, the full amount owing in terms of the invoice in respect of the exhibition space booked.
 - 1.2. Acknowledges that the decision to or not to continue with the event shall be the absolute discretion of BHF.
 - 1.3. In the event of cancellation of the exhibition by BHF, for whatever reason, all monies paid by the Exhibitor to BHF shall be refunded to the Exhibitor within 30 days of the date of cancellation: All cancellations subject to terms and conditions on the booking form.
 - 1.4. Acknowledges that BHF shall endeavour to allocate a stand in accordance with the preferences indicated, but that BHF cannot guarantee that the stand allocated will be the same as indicated by the Exhibitor.
2. Liability to third parties
 - 2.1. Parties agree to be liable, proportional to stand size, to third parties contracted to BHF to perform functions and/or services at the exhibition;
 - 2.2. That in the event of any criminal, civil, statutory or regulatory disciplinary proceedings being instituted by individuals and organizations, the Exhibitor shall exclude the liability of BHF in so far as such proceedings relate to misrepresentation made by the Exhibitor.
3. Rules and Regulations
 - 3.1. The Exhibitor shall adhere to the Rules and Regulations as per the Exhibitor Manual.
 - 3.2. Failure to conform to the Rules and Regulations may result in the removal of the exhibition stand and the forfeiture of monies paid to BHF.
 - 3.3. To take risk insurance to secure itself against any loss and damage including theft, fraud, fire and public liability.

EXHIBITION STAND BOOKING FORM

Stands are assigned on a first come, first serve basis and we urge you to complete the following **EXHIBITION STAND BOOKING FORM** should you be interested in profiling your organisation at the 19th BHF Annual Southern African Conference 2018.

Please complete and send this booking form back to Mary Manamela at marym@bhfglobal.com

EXHIBITOR DETAILS

Company Name:

VAT number:

Postal Address:

Postal Code:

Phone Number:

Fax Number:

Email Address:

Pre-event Contact	
Name:	
Cell number:	
Designation:	
Website address:	
On-site Contact	
Name:	
Cell number:	
Designation:	
Website address:	



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STAND RATES

Exhibition stands have been designed to allow maximum exposure ensuring that each stand has an equal chance to be viewed by participants, while allowing sufficient space to network.

PACKAGE (SPACE ONLY)	Stand size	Price	Please tick
<p>Includes:</p> <ol style="list-style-type: none">1. Plug point2. One standard table and two chairs3. A brief profile (50 words) of your organisation will be placed on the BHF conference website.4. Your logo will be printed on the conference programme.5. BHF Magazine blurb listing6. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.7. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.8. Announcements of competitions during the plenary sessions by the facilitator.9. Bag insert.10. One complimentary delegate11. Electrician on standby for the duration of the conference, for any electrical faults with the plug points.12. Security outside the venue at night, for the duration of the conference.13. Two exhibitors manning the sponsors stand.14. Two access tickets to the opening function and gala banquet.	3x3	R 41 400 incl. vat	<input type="checkbox"/>



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PACKAGE (SHELL SCHEME)	Stand size	Price	Please tick
<p>Includes:</p> <ol style="list-style-type: none">1. Shell scheme (white)2. Facia board with company name or product name3. 1x Plug point4. 2x Spot lights5. A brief profile (50 words) of your organisation will be placed on the BHF conference website.6. Your logo will be printed on the conference programme.7. BHF Magazine Blurb Listing8. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.9. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.10. Announcements of competitions during the plenary sessions by the facilitator.11. Bag Insert.12. One complimentary delegate13. Electrician on standby for the duration of the conference, for any electrical faults with the plug points.14. Security outside the venue at night, for the duration of the conference.15. Two exhibitors manning the sponsors stand.16. Two access tickets to the opening function and gala banquet. <p>Should you need a distribution board, it should be ordered directly with GL Events South Africa at an additional cost. Please complete the attached form</p>	3x3	R 43 700 (incl. VAT)	<input type="checkbox"/>
STAND NUMBER REQUEST AS PER FLOOR PLAN: _____ (PLEASE COMPLETE)			

BANKING DETAILS

Payments should be made to: The Board of Healthcare Funders of Southern Africa

Bank: Nedbank
Branch: The Mall Rosebank
Branch Code: 197705
Account No.: 1958449059

PAYMENT TERMS:

Full payment will be payable by the **6 June 2018**.

TERMS & CONDITIONS

1. Notification of cancellation of a sponsorship package must be made in writing and received on or before the **3rd May 2018**, please note that an administration fee of R10 000 will be payable.
2. 70% of the sponsorship fee will be payable, if cancellation is received after the **1 June 2018**.
3. There will be no refund for all cancellations received after the **10 June 2018**.

By signing below, I acknowledge that I am duly authorised to sign and thereby to commit the company shown above to the cost of exhibition opportunity outlined above and accept all printed terms and conditions.

Name & Surname:

Designation:

Signature:



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Super Bowl SHELL SCHEME CHECK LIST

Please complete the attached form and send it to marym@bhfglobal.com

Company Name _____ Stand number _____

Contact Person _____ Tel _____

FORM CHECK LIST

DEADLINE FOR SUBMISSION: 1 June 2018

FACIA NAME FORM	COMPULSORY	
ELECTRICAL ORDER FORM	OPTIONAL	
ELECTRICAL FITTING PLAN	COMPULSORY WITH ORDER FORM	

If shell scheme has been ordered, the name of the company will be displayed on the fascia.

Please indicate below the name that you wish to appear on your fascia(s) omitting LTD, PTY or CC.
Corner stands will have this information displayed on both fascias.

NAME TO APPEAR ON THE FASCIA BOARD – Please print legibly

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