



## EXHIBITION PROSPECTUS



The WFC2015 International Exhibition will take place during the XIV World Forestry Congress which is to address the theme *Forests and People: Investing in a Sustainable Future*. Use this opportunity to showcase your products, services and resources to an eager and international audience.

This Exhibition will become the hub of the forestry sector and provide the best environment to build ties among governments, international organisations, co-operation agencies, firms, and non-governmental organisations.

A booth at the Exhibition is a unique opportunity to offer goods, services and technology to executives, technical experts and engineers from national and international firms and create business opportunities in the main markets of the region.

### Reasons for exhibiting

The XIV World Forestry Congress offers a unique opportunity to participate in an international trade exhibition that brings together the main players in the forestry sector, its industry and companies and the academic-scientific world.

During the WFC2015 International Exhibition you will be able to:

- Contact potential partners and generate new sales leads
- Enhance your relationship with existing customers
- Reinforce your market share
- Introduce new products and services
- Keep updated with market trends
- Share experiences, views, needs and concerns
- Add contacts to your database for future business relationships

### Expected exhibitors

Thousands of professionals, technical experts, students, government officials, teachers and researchers from more than 160 countries are expected at the Congress. These visitors will include representatives of forestry industries, timber dealers, logistics firms, exporters and importers, trade promotion institutions and entities, research centres and civil associations.

With logistical support available from the WFC2015 Exhibition Secretariat, participation in the exhibition is easy, affordable and will place your products, services and research directly in front of your target market.

To promote attendance at the Exhibition we have designed our programme in the following way:

- Over 400 scientific posters and videos will be displayed in the exhibition area.
- A free internet café will be set up in the exhibition area, along with free Wi-Fi.
- Concession stands in the exhibition area will offer lunches and other reasonably priced food and beverages.

These efforts and more will maximise visitation to the area and the visibility of your organisation.

### EXHIBITION STAND OPTIONS AND PRICES (minimum 9 square metres)

#### TURNKEY STAND

Price per square metre: **ZAR 2,700**

- Carpet
- Exhibition stand shell scheme, including 1 square meter lockable store per every 9 square metres
- Fascia board (white with black lettering)
- Spot lighting
- Plug point (15amp single phase)
- Overall security of complex
- General illumination
- Two exhibitor badges per every 9 square meters
- Listing in Congress handbook and listing on Congress website.
- Counter (lockable)
- Round table and four chairs

#### BASIC BOOTH

Price per square metre: **ZAR 2,350**

- Carpet
- Exhibition stand shell scheme
- Fascia board (white with black lettering)
- Spot lighting
- Plug point (15amp single phase)
- Overall security of complex
- General illumination
- Two exhibitor badges per every 9 square meters
- Listing in Congress handbook and listing on Congress website.
- No furniture included

#### BARE SURFACE

Price per square metre: **ZAR 1,750**

- Overall security of complex
- General illumination
- Two exhibitor badges per every 9 square metres
- No shell scheme, lighting, electricity, or furniture included

The concept of a pavilion is welcomed and encouraged – the combination of a number of aligned exhibitors under a single pavilion both enhances the exhibition and provides for greater participation across the broader spectrum. Please contact the exhibition manager to discuss your requirements.

All options and prices exclude Congress sessions.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any designer stands must first be approved by the WFC2015 Exhibition Manager.



## EXHIBITION

### SETUP AND BREAKDOWN

Exhibitors may begin setting up their stands at 11h00 on Sunday, 6 September 2015 to be ready for 07h00 on Monday, 7 September 2015.

Breakdown may begin at 13h30 on Friday, 11 September 2015 and NOT BEFORE. All materials must be removed from the venue by 19h00 on Friday, 11 September 2015.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Congress Organiser at the exhibitor's expense.

### EXHIBITOR BADGES

Exhibitor badges allow access to the exhibition; access to Congress sessions is excluded. Exhibitors are asked to ensure that all staff are properly registered with the WFC2015 Exhibition Manager in advance of the Congress. Casual visitors are not allowed. From the opening of the exhibition at 07h00 on 7 September 2015, staff will not be admitted into the Congress area without an official exhibitor badge.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

### STAND BUILDERS

All exhibitors engaging stand builders must provide the WFC2015 Exhibition Manager with names and contact details of their appointed stand builders. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this prospectus and the Terms and Conditions.

### FURNITURE

All furniture is to be supplied by the Congress-appointed stand builders. The full schedule of items that can be obtained directly from them is available on request.

### PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the Inkosi Albert Luthuli International Convention Centre (ICC) Complex.

### BANNERS

The hanging of banners is NOT permitted within the exhibition area other than within exhibition stands.

### CATERING

The Inkosi Albert Luthuli International Convention Centre (ICC) Complex has exclusive catering rights on the property. Any exhibitor wishing to serve food or beverages at their stand must make arrangements directly with the WFC2015 Exhibition Manager.

### EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their logo for inclusion in the Congress handbook. This handbook will be combined with the Congress programme and will be given to all delegates at the Congress.

The information submitted will also be put onto the Congress website. This information must be submitted to the WFC2015 Exhibition Manager by Friday, 26 June 2015.

### SUSTAINABILITY POLICY

WFC2015 has endeavoured to reduce its environmental footprint through the implementation of a "greening" policy and exhibitors are encouraged to provide only sustainable giveaways, rather than brochures or flyers. The use of sustainable materials such as soy-based inks and recycled paper is encouraged, as well as limiting the use of shipping materials.

### GENERAL CONDITIONS

The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the WFC2015 Exhibition Manager, the Venue, Congress delegates or public. The Congress Organiser and the Venue reserve the right to close, remove or require changes in any exhibit, or to remove any of the Exhibitor's personnel, agents, representatives, independent contractors, invitees or guests who are deemed detrimental to the overall Congress, the Venue, other Exhibitors or public.

The exhibit shall comply with all laws, rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit and shall comply with reasonable requests of the WFC2015 Exhibition Manager and the Venue officials with respect to the installation, conduct and disassembly of its exhibit. The exhibit shall assume full responsibility and liability for the actions of its agents, employees, or independent contractors, whether acting within or without the scope of their authority and agrees to save the WFC2015 Exhibition Manager and the Venue from responsibility or liability resulting directly or indirectly, or jointly from other causes that arise because of the actions or omissions of its agents, employees, or independent contractors whether acting within or without the scope of their authority.

### Exhibition Terms

A deposit for 50% is required to reserve space and MUST accompany this application. No application will be processed without remittance of the deposit. Full payment is due 29 July, 2015. If payment is not received by this date, booth space is subject to reassignment. Cancellations must be made in writing.

For the full Exhibition Terms and Conditions, please refer to the Exhibition Guide.

### KEY DATES

#### 26 JUNE 2015

*Exhibitor descriptions due*

Exhibitors can submit a short (25 words or less) statement describing their organization, products or services to be included in the app/handbook. Descriptions are due 26 June, 2015 to guarantee inclusion in the app/handbook.

#### 29 July 2015

*Final payment is due.*

Last date for 25% cancellation refund.



## EXHIBITION BOOKING FORM

Company/Organisation Name:

Postal Address:

Postal Code:

Contact Name on-site:

Telephone:  Fax:

Email:  Mobile:

Contact Name billing/payment:

Telephone:  Fax:

Email:  Mobile:

EXHIBITION REQUIREMENT (please note minimum size of 9m <sup>2</sup> )	Price	Size Requested
Bare Surface	ZAR1,750/m <sup>2</sup>	m <sup>2</sup>
Basic Booth	ZAR2,350/m <sup>2</sup>	m <sup>2</sup>
Turnkey Stand	ZAR2,700/m <sup>2</sup>	m <sup>2</sup>

### SIGNATURE

By signing below, I confirm that:

- I have read and understood the Terms and Conditions as they appear.
- I am duly authorised to sign and thereby to bind the company/organisation thereto; and
- The selections I have made above are as intended and are correctly selected.

Name:

Date:

Signature:

### TERMS AND CONDITIONS

#### EXHIBITORS

Upon receipt of a Booking Form the Congress Organiser will reserve the items listed in it for the Exhibitor. Completion of the Booking Form by the Exhibitor shall be considered a commitment to purchase the items. Once a Booking Form is received a confirmation and invoice will be sent to the Exhibitor. A proof of payment of the full amount owed should be returned to the Congress Organiser. Exhibitors are bound by the General Conditions contained in the Exhibition Prospectus (page 2 above).

#### TERMS OF PAYMENT

Payment is due on receipt of invoice. All payments must be received before the start date of the Congress (7 September 2015). Should the Exhibitor fail to complete payment prior to 7 September 2015, the Congress Organiser will be entitled to cancel the booking and cancellation will be subject to cancellation fees as defined below.

#### CANCELLATION/MODIFICATION POLICY

Cancellation or modification of exhibition items must be made in writing to the Congress Organiser.

The Congress Organiser shall retain:

- 15% of the invoiced amount if the cancellation/modification is made before 8 June 2015 (inclusive)
- 50% of the invoiced amount if the cancellation/modification is made between 9 June 2015 and 31 July 2015 (inclusive)
- 100% of the invoiced amount if the cancellation/modification is made after 31 July 2015

#### LIMITATION OF LIABILITY

The Congress Organiser (understood to include DAFF and the WFC2015 Congress Secretariat and their principals, agents and representatives) will not be responsible for any injury, loss or damage that may occur to the Exhibitor or to their employees or property prior to, during, or subsequent to the Congress dates, provided such injury,

loss or damage is not caused by the negligent or wilful act of the aforementioned party. Exhibitors are advised to carry their own insurance. Exhibitors shall be responsible for any damage to the centre, its carpet, shell scheme or electrical fittings and wiring.

The Congress Organiser shall not be liable for failure to perform its obligations under this contract due to strikes, riots, acts of God, or any other cause beyond its control. In the event of such termination, the Exhibitor waives any and all damages and agrees that the Congress Organiser may, after deducting all the costs and expenses, including a reserve for claims, refund to the Exhibitor, and as for complete settlement and discharge of all Exhibitor's claims and demands, the pro-rata amount of all funds paid by Exhibitors. Anyone visiting, viewing or otherwise participating in the Exhibitor's exhibit is deemed to be the invitee or licensee of the Exhibitor rather than the invitee or licensee of the Congress Organiser.

**Please complete this form and return it to WFC2015 Congress Secretariat:**

AFRICAN AGENDA • Suite 231, Private Bag X18, Rondebosch 7701, South Africa

W: [www.wfc2015.org.za](http://www.wfc2015.org.za) T: +27 (0)21 683 2934 F: +27 (0)86 542 4191

E: [info@wfc2015.org.za](mailto:info@wfc2015.org.za)



REPUBLIC OF SOUTH AFRICA



Food and Agriculture Organization  
of the United Nations