

EXHIBITION BOOKING

APPLICATION FORM

Contact Details

Name of Company / Exhibitor

Registration Number

VAT Number

Contact Person

Designation

Telephone / Landline

Cellphone

Invoicing Details

Invoice to be made out to

VAT Number *if applicable*

Invoice Address

The person responsible for payment C Designation

Telephone/Landline C Cellphone

E-mail

For an invoice to be raised send this contract cover sheet to marketing@monument-park.co.za together with:

1. A copy of the client's signed indemnity form
2. A copy of the client's certificate of Public Liability
3. A copy of the client's ID
4. A copy of the Company Registration documents
5. No invoices will be raised without all required signatures and the above-mentioned

BOOKING DETAILS

Business Name:

Product or Service

Promotion/Advertising/Exhibit duration - to be held from *(please specify date & time)*:

Promotion to be held until *(please specify date & time)*:

Special Conditions

Stall Setup

Description of your business/product to be exhibited

Exhibitors are expected to actively promote their participation; how will you promote your exhibition?

- THIS FORM MUST BE ACCOMPANIED BY A VISUAL OF THE STAND SET UP FOR APPROVAL
- PUBLIC LIABILITY TO BE PROVIDED AS STIPULATED IN THE EXHIBITIONS AGREEMENT
- VERY IMPORTANT: AS PER FIRE REGULATIONS FROM THE DISTRICT FIRE DEPARTMENT ALL EXHIBITIONS NEED TO BE ACCOMPANIED BY AT LEAST ONE FIRE EXTINGUISHER

1. Full payment must be made before the start date of the exhibition. When making payments, quote the invoice number as the reference number

2. Payment via EFT (Electronic Fund Transfer / Direct Deposit) E-mail through proof of payment to:

3. Special Arrangements (e.g. electricity)

I acknowledge and consent to the above and agree to abide by the Exhibition Agreement and associated Indemnity Agreement, as well as the terms of the Court Booking Application Form.

Name of Exhibitor (Print)

Signature

FOR ANY INQUIRIES OR TO SUBMIT THIS FORM CONTACT:

marketing@monument-park.co.za | Suite 2-205 (Block 2), Monument Office Park, Monument Park, 0181, Pretoria, South Africa