

# Actuarial Society 2017 Convention

17-18 October 2017

Sandton Convention Centre

Johannesburg



## EXHIBITION GUIDE

### EXHIBITION STAND PRICE

ZAR 27, 500.00 + VAT @ 14%

Size: 3m wide x 3m deep

### EXHIBITION VENUE

Exhibition 1, Level 0, Sandton Convention Centre (SCC)

EXHIBITION SCHEDULE (Provisional, depending on the final programme)	
Tuesday, 17 October 2017	08:00 – 17:00
Wednesday, 18 October 2017	008:00 – 14:00

### EXHIBITOR PACKAGE

**STAND:** Basic three metre by three metre shell scheme; fascia board (white with black lettering); plug point (15 amp single phase); spot lighting; overall security of complex; general illumination; 2 exhibitor badges (includes lunches and refreshments; excludes Convention sessions); listing in the Convention handbook and Convention website. No furniture included.

The price for the stand includes both the hire of floor space and the provision of a shell scheme which will be automatically supplied unless specified to the contrary. No discount is available to Exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any 'designer' stands must be submitted to the Convention Secretariat by **Monday, 7 August 2017** for approval. Likewise, all Exhibitors engaging stand builders in connection with their exhibits must provide the Convention Secretariat with names and contact details of their appointed stand builders by the same date.

### EXHIBITOR BADGES

Each stand includes exhibitor badges for 2 people. Additional badges can be purchased from the Convention Secretariat. Exhibitor badges allow access to all lunches and refreshment breaks, and the exhibition; access to sessions and the Convention Social is excluded. Exhibitors are asked to ensure that all representatives are properly registered with the Convention Secretariat in advance of the conference. Casual visitors are not allowed.

From the opening of the exhibition at **08:00 on Tuesday, 17 October 2017**, no one will be admitted into the Convention area without an official exhibitor or delegate badge.

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



## SET-UP AND BREAKDOWN

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Exhibitors may begin setting up their stands at **14:00** on **Monday, 16 October 2017** to be ready for **08:00** on **Tuesday, 17 October 2017** when the exhibition opens to delegates.

Breakdown may begin at **14h00** on **Wednesday, 18 October 2017** and NOT BEFORE. All materials must be removed from the venue by **17:00** on **Wednesday, 18 October 2017**.

**NOTE:** Materials not removed by Exhibitors by this time will be disposed of at the Exhibitor's expense.

## EXHIBITOR PUBLICITY

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All Exhibitors are invited to submit an electronic version of their corporate logo for inclusion in the Convention handbook. The handbook will be combined with the Convention programme and will be given to all delegates at the Convention. The information submitted will also be put onto the Convention website. This information must be submitted to the Convention Secretariat as soon as possible for website inclusion, but no later than **Thursday, 17 August 2017**.

## AWARD FOR THE MOST SUSTAINABLE EXHIBITION STAND OR BOOTH

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Over the past four years, the Actuarial Society of South Africa has endeavoured to reduce its environmental footprint at its Conventions through the implementation of a greening policy. **To encourage and recognise Exhibitors that 'go green', the 2017 Convention Green Exhibitor Award will be given out with the other Convention at the President's Plenary.** Exhibitors are once again implored to provide only sustainable giveaways (rather than brochures or flyers); use sustainable, recycled paper; and limit shipping materials. More information about the criteria for this award will be made available closer to the time.

## STAND BUILDERS

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All Exhibitors engaging stand builders in connection with their exhibits must provide the Convention Secretariat with names and contact details of their appointed stand builders by **Thursday, 17 August 2017**. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this guide.

## FURNITURE

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All furniture is to be supplied by the Convention-appointed stand builder. The full schedule of items that can be obtained directly from them will be made available in due course.

## CATERING

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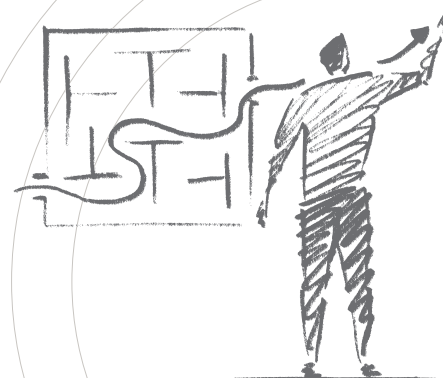
The Sandton Convention Centre has exclusive catering rights on the property. Any exhibitor wishing to serve food and drink at their stand must make arrangements through the Convention Secretariat (not directly with the SCC),

No exclusive 'by invitation only' events are to be scheduled in the Exhibition area – any function arranged by the Exhibitor is to be an inclusive invitation to all attendees.

## INSURANCE AND SECURITY

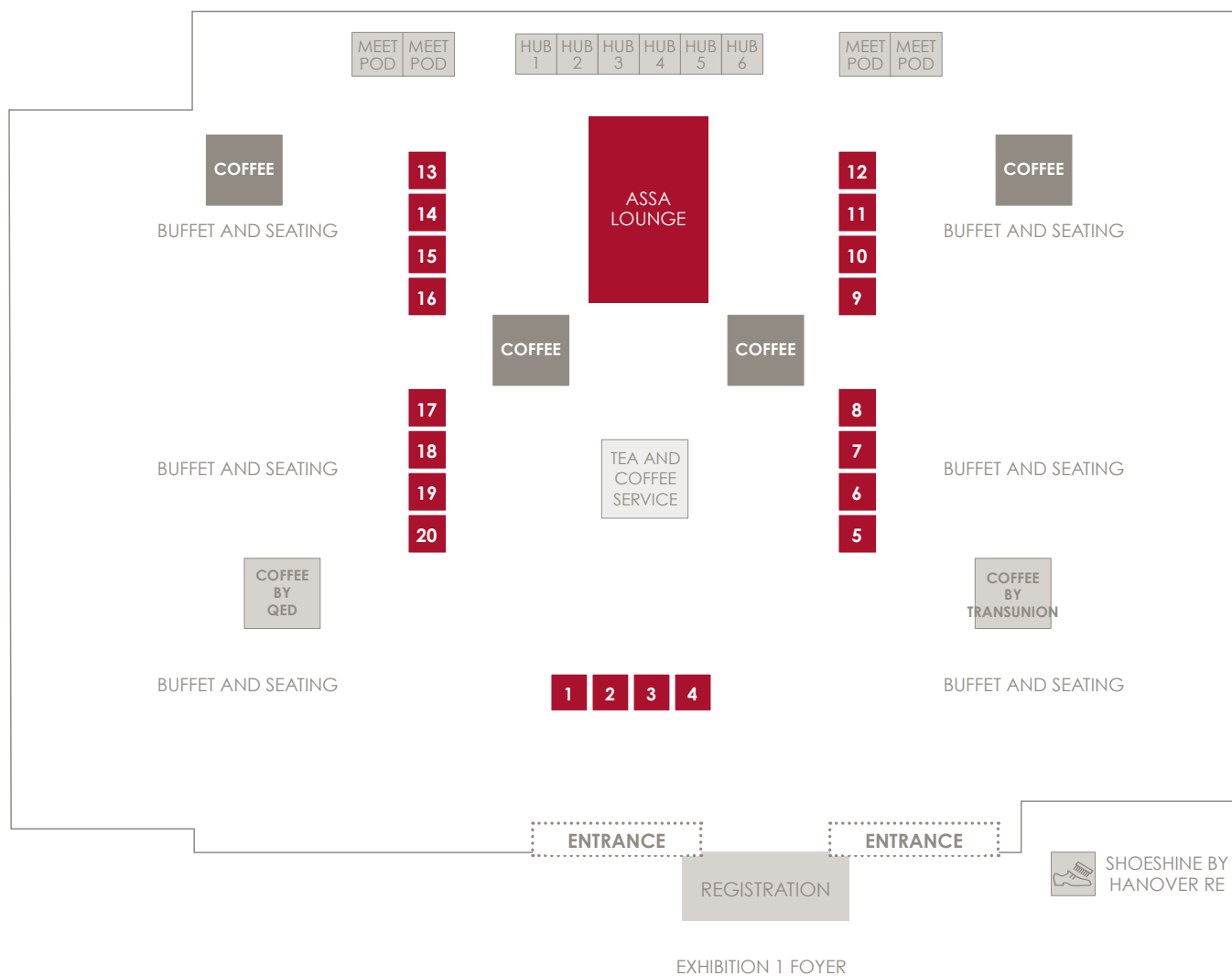
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Neither the Sandton Convention Centre nor the Convention Secretariat take any responsibility for loss of or damage to Exhibitors' material, equipment and exhibits. Any damage to the Sandton Convention Centre by individual Exhibitors will be charged to individual Exhibitors. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of Exhibitors is drawn to terms and conditions in this guide.



**EXHIBITION FLOOR PLAN**

Exhibitors are invited to submit their preference for stand position. SA3, winner of the 2016 Convention Green Exhibitor Award, will have first choice of position. Thereafter, stands are allocated on a 'first come, first served' basis. All efforts will be made to ensure that Exhibitors do get the requested stand number, however no guarantees will be made and the floor plan is subject to change. Exhibitors taking a double stand should ensure that their stated preference includes two stands, side by side.



**KEY TO EXHIBITORS**

<b>1</b>	MMI Holdings	<b>11</b>		<b>ACTUARIAL SOCIETY HUB</b> • ASABA • ACTUARIES WITHOUT FRONTIERS • ACTUARIAL SOCIETY
<b>2</b>	MMI Holdings	<b>12</b>	Old Mutual	
<b>3</b>	MMI Holdings	<b>13</b>	SCOR	
<b>4</b>	Alexander Forbes	<b>14</b>		
<b>5</b>	SA3	<b>15</b>		
<b>6</b>	Gen Re	<b>16</b>	Swiss Re	
<b>7</b>	Deloitte	<b>17</b>	RGA	
<b>8</b>	Deloitte	<b>18</b>	RGA	
<b>9</b>	Sanlam	<b>19</b>	Munich Re	
<b>10</b>		<b>20</b>	Hannover Re	

## EXHIBITION TERMS AND CONDITIONS

The Exhibitor upon signature of the relevant application form by its duly authorised officer, agent, or employee enters into a contract with the Convention Secretariat for exhibition space at the Actuarial Society of South Africa's 2017 Convention at the Sandton Convention Centre. Reservation of the exhibition space by the Convention Secretariat on behalf of the Exhibitor is conclusively presumed to be adequate consideration to bind the Exhibitor. No alleged representation, understandings, agreements, modifications, alterations, or additions not contained within the body of this written contract shall inure to the Exhibitor or be binding upon the Convention Secretariat.

### 1. Exhibition Space Rental Fee

#### STAND:

These fees include a three metre by three metre shell scheme, plug point, electricity, overall security service, general illumination, as outlined in the Actuarial Society of South Africa's 2017 Convention Exhibition Guide. Also included are two exhibitor passes or 50% discount on two full delegate registrations, incorporating accompanying meals and refreshments, parking, and access to the exhibition area only.

### 2. Payment Policy

Full payment of the stand rental is payable upon booking and must accompany the stand booking form.

### 3. Purpose of Exhibition

The contract for exhibition space shall be considered a binding contract between the two parties subject to the rules and regulations promulgated by the Convention Secretariat pursuant to this Contract. The contracting Exhibitor and the Convention Secretariat agree that the purpose of this exhibition is the professional education of persons attending and will conduct themselves accordingly. The Convention Secretariat reserves the right to determine eligibility of any Exhibitor, product or service.

### 4. Exhibition Location and Time

The Actuarial Society of South Africa's 2017 Convention, incorporating the Exhibition, will be held at the Sandton Convention Centre from Tuesday 17 October to Wednesday 18 October 2017. The Exhibition will provisionally be open according to the following schedule:

#### Exhibition Hours (provisional, depending on final programme)

Tuesday, 17 October 2017	08h00 – 17h00
Wednesday, 18 October 2017	08h00 – 14h00 14h00 – 17h00 (exhibition strike)

The Convention Secretariat reserves the right to make changes in the exhibition hours; however, any such changes will be made as far in advance of the Exhibition as possible, and Exhibitors will be notified accordingly. During all hours the Exhibition is open the Exhibitor must occupy its assigned exhibit space, and staff its exhibit with competent personnel. The Exhibitor shall not dismantle its exhibit or otherwise interfere with the orderly conduct of the Exhibition until it is finally closed.

### 5. Cancellation Policy

The Exhibitor specifically recognises and agrees that the Convention Secretariat will sustain losses in the event the Exhibitor fails to provide timely notice of cancellation. Because these losses cannot be measured precisely, but which include inability to replace those cancelling late, advertising, credibility, redesigning of floor space, and others, the Exhibitor agrees upon the following late cancellation assessment schedule as being in the nature of liquidated damages, which schedule is designed specifically to compensate the Convention Secretariat for its losses and not constitute a penalty should the Exhibitor fail to provide timely written notice of all or part of its assigned stand space.

#### Date of Cancellation Assessment (% of total rental fee)

Until 9 September 2017	50%
From 10 September 2017	100%

### 6. Use of Space

The Exhibitor agrees not to assign, sublet, or share allocated space without the knowledge and prior written consent of the Convention Secretariat. Exhibitors will not be permitted to display outside the confines of the assigned stand space in the Exhibition area. Printed advertising may be distributed by Exhibitors from within the confines of their own space inside the exhibition hall only. No exhibits, accessories, give-aways, promotional material, or any other goods bearing any name or form of advertising may be displayed or distributed outside of the exhibitor's assigned space. High equipment placed in stand areas must not exceed 3.0 metres, and must not restrict a clear view of neighbouring exhibits.

### 7. Security and Insurance

The Exhibitor acknowledges the layout of the exhibition area and the large numbers of people present in the Exhibition Area make it impossible for adequate security to be provided to protect the Exhibitor's merchandise and other property. Accordingly, the Exhibitor assumes all risk of loss for Exhibitor's merchandise, fixtures, displays, and any other property of the Exhibitor located in the Exhibition Area, storage area, or any other area where access has been provided to Exhibitors by the Convention Secretariat where such loss results from theft, vandalism, or any other damage caused by any agent or employee of the Convention Secretariat or caused by any other person either authorised or not authorised to be present at the Exhibition Area. Furthermore, the Exhibitor acknowledges that security guards and storage areas are provided by the Convention Secretariat merely as a service, and that the Convention Secretariat has made no representation regarding the adequacy of such security measures. The Convention Secretariat recommends that all Exhibitors consult their individual insurance representative to obtain appropriate insurance coverage. It is recommended that Exhibitors take precautionary measures of their own, such as arranging their own supplementary security facilities available through the Sandton Convention Centre.

### 8. Liability

Neither the Convention Secretariat, its agents or representatives will be responsible for any injury, loss or damage that may occur to the Exhibitor or to the Exhibitor's employees or property prior to, during, or subsequent to the period covered by the contract, provided such injury, loss or damage is not caused by the negligent or wilful act of the aforementioned party. The Exhibitor, on signing the Reservation Form, expressly releases the foregoing society, individuals, and committees from any agreement to indemnify same against the Convention Secretariat, its officers, directors, employees and agents. Exhibitors are advised to carry their own insurance. Exhibitors shall be responsible for any damage to carpet, shell scheme or electrical fittings and wiring.

### 9. Other Terms and Conditions

The Exhibitor shall:

- Comply with all fire laws, electrical codes and all other rules, regulations, codes or statutes with respect to the installation, conduct and disassembly of its exhibit.
- Comply with reasonable requests of the Convention Secretariat and Sandton Convention Centre officials with respect to the installation, conduct and disassembly of its exhibit.
- 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 Convention Secretariat and Sandton Convention Centre 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.

The exhibit shall be conducted in a decorous manner in order not to be objectionable to other Exhibitors, the Convention Secretariat, the Sandton Convention Centre, convention delegates or the public.

The Convention Secretariat and Sandton Convention Centre 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 convention, Sandton Convention Centre, other Exhibitors or public.

The Convention Secretariat 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 Convention Secretariat 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 Convention Secretariat.