



SAAHE 2024 Sponsorship and Exhibitors Information

Dear Sponsor/Exhibitor

We invite your company or institution to participate in this prestigious conference as a sponsor, exhibitor or both. This Sponsorship/Exhibitors pack will furnish you with information regarding the sponsorship opportunities and guidelines and facilities available to Exhibitors.

All sponsors/exhibitors are earnestly requested to carefully peruse this material, and to respond timeously by filling in and returning the sponsorship/order form before the deadline indicated.

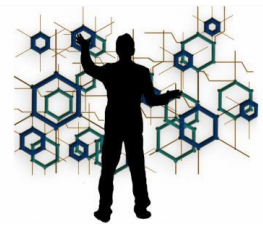
Should you have any queries or need any additional assistance, please email: SAAHE2024@gmail.com or you may contact Dr Elizabeth Ojewole [ojewolee@ukzn.ac.za] or Dr Rayishnee Pillay [PillayR@ukzn.ac.za].

We look forward to having you at SAAHE 2024 - Durban and trust that you will benefit from this opportunity.

Thank you

SAAHE 2024 Conference Organising Committee





SPONSORSHIPS

◆ Platinum Package - R110 000

There is only one Platinum package available, and is the most prestigious sponsorship package available. The Platinum sponsor will receive the following:

1. Naming rights to the Gala Dinner
2. Branding rights for the Gala Dinner
3. Four tickets to attend the Gala Dinner
4. A 5-10 minute time slot to address the delegates at the Gala Dinner
5. A half-page advertisement in the programme/abstract book
6. An exhibition stand (3m x 3m) for the duration of the conference
7. Insertion of an A5-size flyer into the conference bags (Flyer to be supplied by the sponsor)
8. Inclusion of sponsor's logo on the "sponsors' page" of the SAAHE 2024 webpage
9. Two free registrations to attend the SAAHE 2024 Conference.

◆ Gold Package - R80 000

There is only one Gold package available. The Gold sponsor will receive the following:

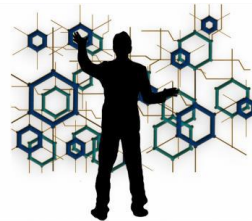
1. Naming rights to the Welcome Cocktail Event
2. Branding rights for the Welcome Cocktail Event
3. Two tickets to attend the Welcome Cocktail Event
4. A 5-8 minute time slot to address the delegates at the Welcome Cocktail Event
5. A quarter-page advertisement in the programme/abstract book
6. An exhibition stand (3m x 3m) for the duration of the conference
7. Inclusion of sponsor's logo on the "sponsors page" of the SAAHE 2024 webpage

◆ Silver Package - R50 000

There are two Silver packages available for sponsorship of meals for one day. The Silver sponsors will receive the following:

1. Naming rights to the catering area at the conference
2. Branding rights of the catering area for that specific day
3. A quarter-page advertisement in the programme/abstract book
4. An exhibition stand (3m x 3m) for the duration of the conference
5. Inclusion of sponsor's logo on the "sponsors page" of the SAAHE 2024 webpage





OTHER SPONSORSHIP OPPORTUNITIES:

Other Sponsorship Opportunities	Value
Any forms of sponsorship (financial or other)	Contact us
Sponsoring of key note speaker (travel & accommodation)	R60 000
Conference bags	R65 000
Conference name tags and lanyards	R20 000
ADVERTISING	R5 000
1 x A4 double sided flyer bag insert (to be supplied by the advertiser) and PDF copy to be placed on conference website	
Water bottles (with company logo)	Contact us
Stationery (pens, notebooks, highlighters, etc.)	Contact us
Any other products for conference bags (e.g. key rings, powerbanks etc.)	Contact us

EXHIBITORS

Stands will be allocated on a first-come, first-served basis in terms of payment received. Stands will be a standard size of 3m x 3m, consisting of a trestle table and two chairs (bring your own table cloth). Should an exhibitor require additional equipment, this can be arranged with the conference secretariat for an additional fee. Should you wish to put up posters and/or any other advertising material, you need to bring your own advertising material.

Cost per standard stand is R18 000

This includes:

- a trestle table and 2 chairs (please bring own tablecloth).
- Registration fees for 2 people to man the exhibition area, giving them access to the coffee breaks, lunches and the evening activities.

Exhibition dates: 25 – 28 June 2024
 Build-up date: 24 June 2024 [time TBC]
 Breakdown date: 28 June 2024 [time TBC]





Exhibitors passes and security

Exhibitors will be issued with two Exhibitor badges (i.e. two staff members) which will allow exhibitors access to the exhibition – including build-up and breakdown. These badges **MUST** be worn at all times, with no exception.

Should the exhibitor wish to have additional staff, they will have to register and pay the full delegate registration fee.

Exhibitors will be responsible for the security of their own stands for the duration of the exhibition.

Further to this, a company representative must be at the stand at all times, including at build-up, breakdown and open time. All exhibitors should have their own public liability insurance.

- ♦ Exhibitors will be accountable for any damage caused to the conference venue building.
- ♦ Any items of display may not project over the frontage of the stand space or be allowed to encroach into aisles.
- ♦ All aisles are to be kept clear and open at all times for safety reasons.

Insurance

All exhibitors should have their own public liability insurance. The venue, organizers and sub-contractors will not be held liable for any damages or losses occurred.

Registration

After completion of online forms and confirmation of payments, an invoice reflecting your payment will be issued. You will need this invoice to register at the conference. The deadline date for booking is **30 March 2024**.

Confirmation and Payment

Allocations will be made only after receipt of the order form and the appropriate payment (100% of total amount payable upon receipt of the invoice).

Confirmation of your sponsorship and/or exhibition stand will be mailed to you soon thereafter.

All companies are required to pay VAT at the prevailing rate.





The following Terms & Conditions and Cancellation fees apply to all of the above packages:

Terms & Conditions:

100% payment is due within 30 days of receipt of invoice for the sponsorship or stand.

Cancellation Clauses/Fees:

Until 31 January 2024	No cancellation fee
01 February 2024 – 30 March 2024	50% will be due of total sponsorship/exhibition package
01 April 2024 onwards	100% will be due of total sponsorship/exhibition package

When a booking is invoiced, the sponsorship/exhibition package is considered as binding (and not provisional). Cancellation clauses apply whether payment has been received or not. Cancellations need to be acknowledged in writing in order to be valid.

Contact details to book for sponsorship/exhibitor packages: SAAHE2024@gmail.com

