



EXHIBITOR BOOKING INFORMATION

Venue:

EMPERORS PALACE, JOHANNESBURG
64 Jones Street
Jet Park
Kempton Park
Gauteng
South Africa

Contact Details:

Ms Naziha Abbas
Tel: 011 486 3322
E-mail: naziha@psysa.com

NOTE: Please note that any queries and concerns should be directed to Ms Seedat and will be dealt with via the PsySSA offices. PsySSA retains the right to change any arrangements should it be required.

Information:

1. Technical specification

- The Exhibition will take place at the Emperors Palace Convention Centre. Delegates will have the opportunity to browse through all the exhibitors' products at their leisure.

2. Build-up times

- Wednesday, 12 September 2018 from 07:00 – 08:00

3. Exhibition opening times

- Wednesday, 12 September 2018 from 08:00 – 17:00
- Thursday, 13 September 2018 from 08:00 – 17:00
- Friday, 14 September 2018 from 08:00 – 17:00

4. Dismantling times

- Friday, 14 September 2018 from 15:00 – 17:00

NOTE: Dismantling of stands before the end of the exhibition is not permitted.

5. The following is provided as part of the package



- One trestle table, 2 chairs, a white tablecloth.
- Please indicate the need for electrical points on the booking form. This will be arranged for your account.
- Exhibitor name and exhibition Information will be included in the programme and events details.

NB: Exhibitors access cards to the exhibition and congress will only be granted once a fully completed booking form has been received and once payment has been passed. Access cards should be kept on your personnel at all times.

6. Other

- PsySSA will make every effort to ensure that the exhibition space requested by you is allocated to your organisation, but cannot guarantee a specific stand. PsySSA retains the right to change allocated stands should this be required.

8. Cost

- **Materials in conference bag**
Insertion cost R3000-00 (VAT Inclusive).
Please note that this amount includes the insertion of one leaflet/brochure in the conference bag.
- **Exhibition stand**
Exhibition cost R9000-00 (VAT Inclusive).
Please note this amount is inclusive of two representatives.

9. Security

- Please note that PsySSA cannot accept responsibility for the security of the stands and its contents.
- Do not leave your stand unmanned during breaks.
- Always keep your personal property locked away.