

Contact Details:

Phone: +27(0)11-660 5672

Email: media@saesi.com

Website: www.saesi.com



Conference Address:

Leon Ferreira Fire Station, Boksburg

27 – 28 November 2025

Exhibitor Booking Form

Please complete the form below to book your Exhibition Space:

Section A: Exhibitor Details

Company Name: _____

Contact Person: _____

Designation: _____

Phone Number: _____

Email Address: _____

Postal Address: _____

Section B: Exhibition Package

Select the applicable [Exhibition spaces are available at a "First-Come First-Serve" basis]

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Elite [6m x 6m] – R9,000.00

☐

Premium [3m x 6m] – R7,000.00

☐

Standard [3m x 3m] – R4,000.00

Preferred Exhibition Space (if known): _____

Type of Products/Services to be Exhibited: _____

Number of Exhibitor Passes Required: _____

Do you require access to electricity at your stand? ☐ Yes ☐ No

Do you require tables and chairs? ☐ Yes ☐ No

Other requirements (please specify): _____

Section C: Company Logo Details

Please attach a High-Resolution image of your Company Logo upon submission of the application form.

High-Resolution image attached? ☐ Yes ☐ No

Section D: Logo Usage Consent

Permission to Use Company Logo

I, the undersigned, hereby grant the Southern African Emergency Services Institute (SAESI) permission to use my organisation's/company name, logo, and associated branding materials for all official **33rd SAESI Conference, Exhibition and Competitions** purposes. This includes, but is not limited to, use on:

-  SAESI website and social media pages;
-  Printed and digital marketing materials;
-  Event signage and banners;
-  Delegate programmes and official documentation;
-  Media and press coverage related to the Conference.

I confirm that I am authorised to grant this permission on behalf of the organisation/company. This authorisation is granted free of charge and will remain valid from the date of signing until 6 months after the conclusion of the event or as otherwise specified.

Authorised Signature: _____

Name: _____

Designation: _____

Date: _____

Section E: Administration

Please return this completed form to: media@saesi.com

Upon submission of this form, please allow SAESI up to 72hours for an Invoice to be issued. Payments can only be made on Invoice reference.

SAESI 2025 Terms and Conditions

This Exhibitor Agreement ("Agreement") is made between:
The Southern African Emergency Services Institute
("SAESI"), and

herein referred to as the "Exhibitor".

This Agreement relates to participation in the **33rd SAESI Conference, Exhibition and Competitions** to be held on 27 – 28 November 2025 at the Leon Ferreira Fire Station, Boksburg.

Initial: _____

1. Exhibition Space and Setup

SAESI shall allocate exhibition space to the Exhibitor based on the package selected and the availability of space. The Exhibitor is responsible for the setup and breakdown of their exhibition within the designated times provided by SAESI.

Initial: _____

2. Fees and Payment

The Exhibitor agrees to pay the full exhibition fee as indicated on the Exhibitor Booking Form. Payment is due as per Invoice details. No exhibitor will be permitted to set up without full payment.

Initial: _____

3. Use of Space

The Exhibitor agrees to use the allocated space solely for the purpose of exhibiting goods or services relevant to the event. Subletting or sharing of space without written approval from SAESI is strictly prohibited.

Initial: _____

4. Liability and Insurance

SAESI will not be liable for any damage, loss, or theft of equipment or materials brought to the event by the Exhibitor. The Exhibitor is advised to carry their own insurance covering all exhibit materials.

Initial: _____

5. Compliance

The Exhibitor shall comply with all applicable safety, fire, and municipal regulations. Any hazardous material or activity must be disclosed and approved in writing by SAESI.

Initial: _____

6. Cancellation Policy

Cancellations must be submitted in writing. Refunds are at the discretion of SAESI and may be subject to an administrative fee. No refunds will be issued for cancellations made less than 14 days before the event.

Initial: _____

7. Force Majeure

SAESI shall not be held responsible for delays, damages, or failure to hold the event due to causes beyond its control, including natural disasters, pandemics, or government restrictions.

Initial: _____

8. Agreement Acceptance

By signing this Agreement, the Exhibitor agrees to abide by all terms and conditions set forth herein and acknowledges that they have read and understood the information provided.

Signed for and on behalf of SAESI:

Name: **Mrs. Zelda Buitendag**

Designation: **Chief Executive Officer**

Signature: 

Date: _____

Signed for and on behalf of the Exhibitor:

Company Name: _____

Name: _____

Designation: _____

Signature: _____

Date: _____