



EXHIBITION COURT BOOKING

APPLICATION FORM

Contact Details

Name of Company / Exhibitor

Registration Number

VAT Number

Contact Person

Designation

Telephone/Landline

Cellphone

E-mail (*domicilium citandi et executandi*)

Invoicing Details

Invoice to be made out to

VAT Number *if applicable*

Invoice Address

Person responsible for payment & Designation

Telephone/Landline & Cellphone

E-mail

In order for an invoice to be raised send this contract cover sheet to finance together with:

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



BOOKING DETAILS

Product or Service

Court Booked

Promotion/Advertising to be held or installed from:

Promotion to be held until:

Special conditions

Exhibition Fee exclusive

Description of your business/product to be exhibited

- **THIS FORM MUST BE ACCOMPANIED BY A VISUAL OF THE STAND SETUP 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 done prior to the start date of the exhibition. Quote invoice number as reference number when making payments.

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

3. Special Arrangements: (e.g. electricity)

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

Name of Exhibitor [PRINT]

Signature

Capacity