



# The South African Spine Society

## 18th SASS Congress, 24-26 May 2018



Elangeni Hotel, Snell Parade, Durban, Kwazulu Natal, South Africa

### INFORMATION FOR EXHIBITORS

On behalf of the Congress Committee I welcome you to the annual Spine Congress which will take place at the Elangeni Hotel in Durban.

Planning is well underway for the annual SPINE CONGRESS scheduled for 24-26 May 2018 at the Elangeni Hotel, Durban.

This is an important document with all the information relating to your participation at the event. Please ensure that you read through the entire document and also that you share this with your stand builders.

### IMPORTANT DATES TO REMEMBER

22-23 May 2018	07:00 – 18:00 daily	Trade Build-up of stands
24-26 May 2018	Congress	
26 May 2018	Breakdown of stands – to be finished by 18h00	

### SPINE WEBSITE

Please log on to [www.saspine.org](http://www.saspine.org) for all information regarding this upcoming event. The website will continuously be updated with information and you are kindly requested to check all the latest information online.

### ONLINE EXHIBITOR REGISTRATION

As for the past years, exhibition registration will be done online. Once you have chosen and paid for your stand/s online, you will be handed over to **Keith & Co Consulting**, officially appointed Exhibition Management Company who will deal with all further trade enquiries. The company provides exhibition infrastructure and assume the role of communicating with exhibitors, the venue and the organizer in order to ensure that a full service portfolio is delivered. You will receive a complete Exhibitor Manual indicating all important information you require. Your contact will be:

**Kim Maneveldt**

Keith & Co Consulting (Pty) Ltd

Telephone: 084 657 3784

Fax: 086 525 9100

Email: [spine@keithandco.co.za](mailto:spine@keithandco.co.za)

**Please address all future exhibitor queries directly to her.**

**BUILD-UP OF STANDS**

Stand builders are responsible for cleanliness and will be liable for damages caused whilst building, constructing and/or offloading. Please take other stand builders and exhibitors' equipment into consideration. Should the trade set up their stands late or breakdown/strike early, the congress organising committee will have the right to impose penalties.

**BREAK-DOWN OF STANDS**

Saturday 26 May 2018 after morning tea. However, you are welcome to stay on until close of congress at ± 13h00. Breakdown to be finished by 18h00

**DIMENSIONS & HEIGHT RESTRICTIONS OF STANDS**

Please see the floor plan of the venue.

Please check the height restrictions on the floor plan.

**RATE PER STAND**

Please see the floor plan; there are different size stands each priced individually. No VAT is charged.

Booth space only is sold. No structure. All companies to organise their own structure.

This floor plan is drawn to scale as far as possible but neither the congress organisers nor ISAPS SA nor any affiliated parties accept any responsibility for deviations that may occur on site.

**STORAGE**

No storage facilities will be available before build-up date (22 May 2018). Please arrange for your deliveries to be delivered to the congress venue on 22 May 2018. Please ensure that all items are clearly marked and include the below information:

Event Name: SPINE CONGRESS 2018

Your company: Insert your company's name

Your stand number: Insert your company's stand number

Venue address: The Elangeni Hotel

63 Snell Parade

Durban 4001

Attention: Cerina Haripersad

Telephone: (031) 362 1300

Email: [Cerina.Haripersad@tsogosun.com](mailto:Cerina.Haripersad@tsogosun.com)

There will be a facility available to store your items during the event.

It is your responsibility to remove all items at the end of the congress.

**ELECTRICITY REQUIREMENTS**

Depending on the voltage requirement of your equipment on the stand, you will require either a 15Amp plug point or DB. For all your electrical orders, please contact Kim Maneveldt (details above). You will not be allowed to overload your plug point. Please bring your own extensions and adaptors as these are not available to borrow or buy on site.

## **CONTACT DETAILS & DELIVERY DETAILS**

The exhibitor is responsible for ensuring that the expo or courier company makes the appropriate arrangements and provides adequate labour so that move-in and move-out of the trade exhibition area is as smooth as possible. The organisers do not provide staff to off load trucks or provide for set up.

## **RULES AND REGULATIONS**

**Please ensure that the space rental and all services are paid for in full by due dates.** No exhibitor stand building company will be granted access to the trade hall until all outstanding accounts have been settled.

No trade companies that do not exhibit at the congress or a sponsor, or has been issued with a valid access badge, will be allowed access to the trade hall.

No photography or video recording of the trade hall or conference sessions is allowed without the express permission of the ISAPS committee. Please note that this is a private meeting and not open to the public.

## **GENERAL RULES & REGULATIONS**

- No electrical sawing, grinding to take place in exhibition area or foyers
- No hot works (e.g. welding, soldering, cutting and brazing) to take place in exhibition area or foyers
- No painting is allowed in the exhibition area or foyer area unless cover sheets are placed to prevent damage to the carpet
- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building without prior knowledge or consent from the venue and the organising committee. This includes any equipment or device whatsoever which would be affixed to or suspended from any structure of the building and includes attachments that would damage any surface or structure in any part of the building
- The organisers are not agents for either exhibitors or subcontractors and can accept no liability in respect of any contract entered into between exhibitors and subcontractors for the negligence or default of any such persons, their servants or agents

## **BEVERAGES AND CATERING AT YOUR STAND**

Please contact Cerina Haripersad, Banqueting Coordinator at the Elangeni for food or beverage items that can be ordered for your stand and will be for your own account. Please note that you may not bring in your own food and beverage and all orders should be supplied via the venue. All food and beverage orders to be paid in full before the event. Her contact details are:

Cerina Haripersad  
Banqueting Coordinator  
Telephone: 031 362 1300

## **STAND CLEANING**

A pre-clean of the area prior to the opening of the exhibition will be provided. Thereafter the general area will be cleaned but not the stands themselves. All exhibitors are responsible for the cleaning of their own stands at your own cost.

## **SCIENTIFIC PROGRAMME**

You will be supplied with the final scientific programme in your congress packs. Alternatively you can find the latest version on the website [www.isapscourse.co.za](http://www.isapscourse.co.za). The programme will be continuously updated and is subject to change at any time without prior notification.

Please refer to the scientific programme for congress opening times and refreshment break times. Please ensure that your stand is open during all refreshment breaks.

## **DRESS CODE**

Congress session dress code is business casual.

## **REGISTRATION FOR TRADE**

Each booth includes a maximum of 2x trade personnel. Should additional badges be required, these can be purchased at R3250.00 (no VAT is charged) for the duration of the congress. A maximum of 3x additional persons per stand (total of 5) is allowed. Badges are interchangeable as only names of exhibiting companies are indicated and not the names and surnames of attending personnel. For security reasons all trade personnel will be required to wear their name badges at all times.

## **ACCOMMODATION RESERVATIONS**

A block reservation has been made at the Elangeni/Maharani Hotels at reduced rates. Please visit the website to make your booking directly with the hotel.

Please also organise own transport/transfer if staying off site or requiring transfers from the airport. You are responsible for the settlement of your hotel bill.

## **LIABILITY AND INSURANCE**

Exhibitors are reminded to insure their own equipment adequately for the duration of the event. Neither the congress organisers, the SASS nor the conference venue will be responsible for any loss, theft or damage caused in any manner whatsoever. The congress organisers strongly recommend that exhibitors check that they have adequate cover for the duration of the exhibition.

At the close of the exhibition each day and before leaving the stand, exhibitors must make certain that there are no potential fire hazards on their stands and that all valuables are removed. Lights and power should all be turned off at the stand mains and equipment should be double checked for safety purposes.

## **CANCELLATION OF EXHIBITING SPACE**

A full refund can only be extended if written advice of the cancellation of exhibiting space is received on or before 16 March 2018. Receipt of such cancellation after 16 March 2016 but before or on 31 March 2018 will incur a 35% handling fee. No refund whatsoever will be made for cancellations after 31 March 2018.

## **FLOOR PLAN**

The Elangeni Hotel will accommodate the trade exhibitions. See the floor plan on the website.

## **REGISTER AS AN EXHIBITOR**

Online registration as per the prescribed form is compulsory ([www.saspine.org](http://www.saspine.org)). Registration will be available at a later stage.

## **LOADING AREA**

Information on the loading area at the venue will be dealt with in the congress manual.