

Rules and Regulations for Exhibitors at SANA Trade Fairs



1. Only SANA members are allowed to exhibit at the SANA trade shows.
2. Should you require name badges, please ensure that your booking form is completed correctly.
3. As we work on a first come first serve basis, exhibitors failing to confirm their stands by the cut-off date may stand the chance of losing their specially allocated space.
4. Should two exhibitors' book the same stand on the same day, preference will be given to the exhibitor who exhibited on the stand at the previous show.
5. Stand costs need to be paid prior to the show. No exhibitor will be allowed to exhibit if any SANA fees are outstanding.
6. All exhibitors need to register at registration in order to have accurate statistics.
7. Exhibitors are allowed to start setting up on the Monday before the Show.
8. Please note that office hours during these set-up times are 08:00 – 17:00, should you wish to stay longer and need to gain access to the property, you will be charged overtime to pay for a person to let you in and out of the premises.
9. SANA and SANA staff do not accept responsibility for loss of property during the build up, throughout the show and during breakdown time.
10. All exhibitors to have their stand completed at 07:30 on the day of the exhibition. Should you need to gain access to your stand on the morning of the show, please arrange with Gerdie in advance on 082 780 7628.
11. Evaluation of stands commences at 07:45 on day of Trade Fair.
12. Cancellations received within 14 days of the Trade Fair will be invoiced in full including no-shows.
13. Official Trade Day hours are 08:00 – 16:00. Trucks will be allowed to start loading plants from 16:00.
14. Dismantling of stands to be done on Thursday after the show. All stands must be dismantled by 16:00 on Friday of the show week.
15. SANA does not supply any tables and chairs, each exhibitor has to ensure they bring their own with.
16. Off loading: Whilst off loading, please ensure you do not double park. Once your truck/vehicle is off loaded, please remove your vehicle to designated parking areas to allow other exhibitors to off load.
17. Trucks to be park in designated truck parking area on day of show. No trucks allowed to park in car parking area.
18. If your drivers are to sleep in the trucks, please arrange with Gerdie as security is a huge responsibility (Please provide the office with the names of people who will sleep over during build-up.) Please ensure that trucks are parked in designated truck parking area. Staff sleeping over to leave SANA property in neat, clean and tidy state.
19. The office staff will ensure the arrangements run smoothly, no SANA personnel are to be used to carry exhibitor's products around.
20. The SANA Trade Fair is advertised in the SANA Snippets (an electronic Newsletter); furthermore the Standing Committee as well as the Executive Council also ensure that all the different associations are informed.
21. Invitations are emailed and a limited amount printed – should you wish to distribute your own invitations, kindly notify Gerdie of the quantities at least two months before the Trade Fair.
22. A programme that includes all exhibitors' names and telephone numbers will be issued on the Trade day.
23. The Executive Council and Standing Committee endeavor to create a sociable environment, during which members can network, meet new people and showcase their products.
24. Any damage to SANA property, including the irrigation system will be for your account.

Rules and Procedures - Acknowledgement of Receipt:

Company: _____

Signature: _____

(Please fax back to Gerdie on 0867187269. Thank you)