



## EXHIBITION COURT BOOKING

### APPLICATION FORM

#### Contact Details

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Name of Company / Exhibitor

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Registration Number

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VAT Number

---

Contact Person

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Designation

---

Telephone/Landline

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Cellphone

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E-mail (*domicilium citandi et executandi*)

#### Invoicing Details

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Invoice to be made out to

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VAT Number *if applicable*

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Invoice Address

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Person responsible for payment & Designation

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Telephone/Landline & Cellphone

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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