


PART 2


SERVICE ORDER FORMS


Service Order Forms

The following service order forms are enclosed for your convenience and attention. Please complete the appropriate forms in respect of your required services and return these by fax to the particular suppliers by the deadline dates specified.


Form No.	Service Description	Deadline Date	Check
1	Exhibitor Participation Agreement	6 July	
2	Summary of Services	20 July	
3	Undertaking in Respect of Damages	20 July	
4	Contractor and Sub-Contractor Compliance Form	20 July	
5	Stand Fittings and Shell Scheme	20 July	
6	Fascia Signage – Shell Scheme Stands Only	20 July	
7	Electrical Fittings – Shell Scheme Stands Only	20 July	
8	Electrical Fittings – Space Only Stands	20 July	
9	Service Location Plan for Extra Fittings	20 July	
10	Telecommunication / Banners / Rigging / ICC Furniture	20 July	
11	Additional Furniture and Accessories	20 July	
12	Freight Instructions	6 July	
13	Security Services	20 July	
14	Exhibitor Food and Beverage	20 July	
15	Plants and Arrangements	20 July	
16	WLIC 2007 Exhibition Catalogue – Free Editorial	6 July	
17	Exhibitor Badges	20 July	
18	Exhibitor Complimentary Congress Registration	20 July	
19	Accommodation for Exhibitor Personnel	At your convenience. Subject to availability	


Exhibitor Participation Agreement		Form 1
WLIC 2007 19-23 August 2007 Durban South Africa		
Exhibitor:	Return to:	
Address:	Turners Conferences & Conventions Attention: Catherine Taylor	
Contact:	PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za	
Authorised Signature:		
Tel:	Fax:	
Stand No:	Date:	
Email:		
<p>This form must be completed and forwarded to Turners Conferences by all exhibitors before they will be permitted to move on to any stand/s at the venue.</p> <p>The rules and regulations, terms and conditions as printed in the Exhibitor Manual are part of the contract. All Exhibitors and their contractors must abide by the rules.</p> <p>The original copy of this form must be signed by an authorised representative of the Exhibitor and posted to Turners Conferences & Conventions (Pty) Ltd. A copy may be faxed but the original must be posted.</p>		
<p>Acceptance of Conditions as per the Exhibitor Manual</p>		
<p>I/We agree to abide by the Organisers' terms and conditions as set out in the Exhibitor Manual with specific reference, but not limited to:</p> <ol style="list-style-type: none"> 1. Turners Conferences & Conventions Rules and Regulations 2. Stand set up, completion and break down times 3. The complete removal of all display material within the specified time 4. Removal of all waste products 5. Compliance with venue Rules and Regulations 6. Payment Terms and Conditions 7. Exhibitor Responsibilities <p>I/We agree to inform all of our employees and agents involved with this event of the rules and regulations and confirm that they will abide by them also.</p> <p>I/We agree that the stand/s may only be accessed for construction or display once the Undertaking in Respect of Damages Form 4 has been signed.</p> <p>I/We understand that failure to comply with the Exhibitor rules and regulations may result in dismissal from the exhibit floor and denial of exhibit space.</p> <p>I/We the undersigned hereby indemnify Turners Conferences & Conventions (Pty) Ltd., I.C.C. and the Event against any default or action by any persons or circumstances which may cause loss or damage in any way whatsoever.</p> <p>Authorised signatory for Exhibitor : _____</p> <p>Name : _____ Date : _____</p>		


Summary of Services		Form 2		
WLIC 2007 19-23 August 2007 Durban South Africa				
Exhibitor:		Return to:		
Address:		Turners Conferences & Conventions Attention: Catherine Taylor		
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za		
Authorised Signature:				
Tel:		Fax:		
Stand No:		Date:		
Email:				
SUMMARY				
Form Number	Description	Value	VAT	Total
1	Exhibitor Participation Agreement	Compulsory to return this form		
3	Undertaking in Respect of Damages	Compulsory to return this form		
4	Contractors and Sub Contractor Compliance	Only return if hired Contractor		
5	Stand Fittings and Shell Scheme	Only for Shell Scheme Stands		
6	Fascia Signage – Shell Scheme Stands Only			
7	Electrical Fittings – Shell Scheme Stands Only			
8	Electrical Fittings – Space Only Stands			
9	Service Location Plan for Extra Fittings	Payment to be made direct to service provider		
10	Telecommunication/Banners/Rigging/ICC Furniture			
11	Additional Furniture and Accessories			
12	Freight Instructions			
13	Security Services			
14	Exhibitor Food and Beverage	Payment to be made direct to service provider		
15	Plants and Arrangements			
16	WLIC 2007 Exhibition Catalogue – Free Editorial	Free of Charge		
17	Exhibitor Badges	Compulsory to return this form		
18	Exhibitor Complimentary Congress Registration	Compulsory to return this form		
19	Accommodation for Exhibitor Personnel	Payment to be made direct to service provider		
NB: All prices are subject to change without prior notice and VAT is payable as specified in the order forms.				
		Total Cost	ZAR	
Proforma Invoice				
NB: Please note that services will not be installed / provided until payment has been received. Any forms received after the stipulated "deadline date" are subject to a 20% surcharge.		To effect payment please ensure you have completed and returned the Credit Card Authorisation Form. Please keep a copy for your records.		


Undertaking in Respect of Damages		Form 3
WLIC 2007 19-23 August 2007 Durban South Africa		
Exhibitor:	Return to:	
Address:	Turners Conferences & Conventions Attention: Catherine Taylor	
Contact:	PO Box 1935, Durban, South Africa 4001	
Authorised Signature:	Tel: +27 31 3321451 Fax: +27 31 3686623	
Tel: Fax:	Email: catherinet@turnergroup.co.za	
Stand No: Date:		
Email:		
<h2>Undertaking</h2> <p>in respect of</p> <h2>Damages to Exhibition Venue</h2> <p>All exhibitors are required to sign this undertaking and no contractor will be permitted to begin erection or construction until this form is received by Turners Conferences and Conventions</p>		
<p>I/We _____ of (Company / Organisation) _____</p> <p>hereby undertake to financially compensate the International Convention Centre Durban for any costs arising in any way from damage that is caused to any part of the venue or property, whether internally or externally, by any member of our organisation or our appointed contractors or sub-contractors or any other person engaged by us, our contractors or sub-contractors in the transportation, erection, operation, break down and removal of our stand and exhibits at the above event.</p> <p>This undertaking shall not apply in respect of damage by the official exhibition contractor, Exhibition Stand Systems, any member of the International Convention Centre staff or Turners Conferences and Conventions (Pty) Ltd.</p> <p>I/We agree to the above.</p>		
_____ Signature	_____ Designation	_____ Date

Contractor and Sub-Contractor Compliance		Form 4
WLIC 2007 19-23 August 2007 Durban South Africa		
Exhibitor:	Return to:	
Address:	Turners Conferences & Conventions Attention: Catherine Taylor	
Contact:	PO Box 1935, Durban, South Africa 4001	
Authorised Signature:	Tel: +27 31 3321451 Fax: +27 31 3686623	
Tel:	Fax:	Email: catherinet@turnergroup.co.za
Stand No:	Date:	
Email:		
DEADLINE DATE:	20 July 2007	
<p>This form must be completed and returned by exhibitors using a contractor / stand builder for building individual displays / stands or any other type of display.</p> <p>Contractors Name : _____</p> <p>Telephone Number : _____</p> <p>Fax Number : _____</p> <p>Postal Address : _____</p> <p>We agree to abide by the I.C.C.D Exhibition Manager and Turners Conference's terms and conditions, and rules and regulations as set out in this manual with specific reference, but not limited to:</p> <ol style="list-style-type: none"> 1 Use of official contractors 2 Stand Completion times 3 The complete removal of all display material with the specified time 4 Removal of all waste products 5 Compliance with venue Rules and Regulations 6 Submit plans for stand alone exhibits <p>Please note : Failure to advise the Centre of contractors coming on site might result in their not being admitted. Failure to comply with any rule or regulation may result in delays, additional costs or refusal to exhibit.</p> <p>Authorised signatory for contractor : _____</p> <p>Name : _____ Date : _____</p>		

Stand Fittings and Shell Scheme		Form 5		
WLIC 2007 19-23 August 2007 Durban South Africa				
Exhibitor:		Return to:		
Address:		Turners Conferences & Conventions Attention: Catherine Taylor		
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za		
Authorised Signature:				
Tel:	Fax:			
Stand No:	Date:			
Email:				
DEADLINE DATE:		20 July 2007		
STAND FITTINGS		QTY	COST	TOTAL
SS	Shell Scheme Package		ZAR2000.00	
S2	Lockable door, white with fascia panel at top		ZAR875.00	
S4	Stand alone panel for store room	m ²	ZAR187.00 per m ²	
Notes: <ul style="list-style-type: none"> To be returned no later than 20 July 2007 20% surcharge on orders placed after 20 July 2007 Items remain the property of Exhibition Stand Systems Stock subject to availability All prices exclusive of 14% VAT Prices subject to change without prior notice 		Sub Total	ZAR	
		Add VAT @ 14 %	ZAR	
		Total Due	ZAR	
Transfer Total Due to "Summary of Services" Form				
Please keep a copy for your records.				
PLEASE NOTE No stand fittings will be installed until full payment is made. Please fax your deposit slip to the above fax number.				

Fascia Signage – Shell Scheme Stands only		Form 6																													
WLIC 2007 19-23 August 2007 Durban South Africa																															
Exhibitor:		Return to:																													
Address:		Turners Conferences & Conventions Attention: Catherine Taylor																													
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za																													
Authorised Signature:																															
Tel:	Fax:																														
Stand No:	Date:																														
Email:																															
DEADLINE DATE:		20 July 2007																													
<p>Each "Standard Package Stand" is supplied with a white fascia board and ONE Standard 100mm BLUE fascia name board with lettering in Helvetica typeface.</p> <p>Exhibitors must indicate their preferences / requirements below:</p> <p>A. We wish to have fascia boards removed (Please note that the aluminium top bar will remain to support the stand structure.) <input type="checkbox"/></p> <p>B. We do not wish to have signage supplied by the Organiser (blank fascia only) <input type="checkbox"/></p> <p>C. We wish to have signage supplied by the Organiser <input type="checkbox"/></p> <p>Exact inscription on Fascia Boards – (No (PTY), Ltd, etc) Please input Fascia Name (case sensitive) below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>																															
ADDITIONAL FASCIAS FOR CORNER STANDS		QNTY	COST	TOTAL																											
We have a corner stand and wish to have additional signage (as in "C" above) supplied by the Organiser			ZAR170.00 per fascia																												
Notes:		Sub total	ZAR																												
<ul style="list-style-type: none"> • To be returned no later than 20 July 2007 • 20% Surcharge on orders placed after 20 July 2007 • Items remain the property of Exhibition Stand Systems • Stock subject to availability • All prices exclusive of 14% VAT • Prices subject to change without prior notice 		Add VAT @14%	ZAR																												
		Total Due	ZAR																												
Transfer Total Due to "Summary of Services" Form																															
Please keep a copy for your records.																															
PLEASE NOTE No additional fascias will be provided until full payment is made.																															

Electrical Fittings – Shell Scheme Stands only				Form 7	
WLIC 2007 19-23 August 2007 Durban South Africa					
Exhibitor:		Return to:			
Address:		Turners Conferences & Conventions Attention: Catherine Taylor			
Contact:		PO Box 1935, Durban, South Africa 4001			
Authorised Signature:		Tel: +27 31 3321451 Fax: +27 31 3686623			
Tel:	Fax:	Email: catherinet@turnergroup.co.za			
Stand No:	Date:				
Email:					
DEADLINE DATE:		20 July 2007			
Exhibitors automatically receive 2 x spotlights and 1 x 15 amp plug point per 9 m ² stand. <ul style="list-style-type: none"> The spotlights are multi directional and will be placed behind the fascia The plug point will be situated in the centre of the rear wall. 					
Additional Electrical Fittings					
<ul style="list-style-type: none"> Any additional requirements must be ordered on the table below. The exhibitor must supply a detailed drawing showing the EXACT POSITION of the additional fittings on their stand. See Form 9. 					
Electrical Supplies		Symbol	Quantity	Cost	Total
POWER (additional)					
ES1	15 Amp plug point	P		ZAR142.00	
LIGHTING (additional)					
ES2	4ft Fluorescent light (attached to walling or fascia panel)	F		ZAR240.00	
ES3	100 Watt multi directional spotlight	S		ZAR142.00	
ES4	100 Watt long-arm	LA		ZAR193.00	
OWN FITTINGS					
ES5	Connection of own fittings	OF		ZAR142.00	
OTHER					
Electrical appliances not mentioned above (i.e. low voltage lights, distribution boards, 3 phase connections, etc.) will be quoted on request received prior to 20 July 2007				ON REQUEST	
Notes:			Sub Total	ZAR	
<ul style="list-style-type: none"> To be returned no later than 20 July 2007 20% Surcharge on orders placed after 20 July 2007 Items remain the property of Exhibition Stand Systems Stock subject to availability All prices are subject to change without prior notice 			Add VAT @14%	ZAR	
			Total Due	ZAR	
Transfer Total Due to "Summary of Services" Form					
Please keep a copy for your records.					
PLEASE NOTE No electrical fittings will be installed until full payment is made.					

Electrical Fittings – Space Only Stands		Form 8			
WLIC 2007 19-23 August 2007 Durban South Africa					
Exhibitor:		Return to:			
Address:		Turners Conferences & Conventions Attention: Catherine Taylor			
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za			
Authorised Signature:					
Tel: Fax:					
Stand No: Date:					
Email:					
DEADLINE DATE:		20 July 2007			
All Floor Space only stands must order one or more of the following items. <ul style="list-style-type: none"> • This order form applies to SPACE ONLY exhibitors who are building their own stands. • Exhibitors are STRICTLY FORBIDDEN to connect directly into the I.C.C. Durban Power Boxes. • Officials, who are fully empowered to authorise or prohibit the installations or to require alterations to be made to meet technical and legal regulations, will inspect all on-stand installations. • Exhibitors will bear the cost of modifying equipment that does not comply with regulations. • The exhibitor must supply a detailed drawing showing the EXACT POSITIONS of the power supply to their stand. See Form 9. 					
Electrical Supplies		Symbol	Quantity	Cost	Total
POWER					
1	Single Phase 32 Amp Distribution Board with 3 socket outlets			ZAR875.00	
2	Three Phase 32 Amp Distribution Board			ZAR1400.00	
3	Three Phase 63 Amp Distribution Board			ZAR1645.00	
4	1 x 15 Amp Plug (less than 18m ² only)			ZAR142.00	
OTHER					
Electrical appliances not mentioned above (i.e. additional plugs, fluorescents, low voltage lights, distribution boards, 3 phase connections, etc) will be quoted on request received prior to 1 April 2007				ON REQUEST	
Notes: <ul style="list-style-type: none"> • To be returned no later than 20 July 2007 • 20% Surcharge on orders placed after 20 July 2007 • Items remain the property of exhibition Stand Systems • Stock subject to availability • All prices exclusive of 14% VAT • Prices are subject to change without prior notice 		SUB TOTAL		ZAR	
		Add VAT @ 14%		ZAR	
		Total Due		ZAR	
Transfer Total Due to "Summary of Services" Form					
Please keep a copy for your records					
PLEASE NOTE No electrical fittings will be installed until full payment is made.					

Service Location Plan for Fittings

Form 9

WLIC 2007
19-23 August 2007
Durban
South Africa



Exhibitor:	Return to: Turners Conferences & Conventions Attention: Catherine Taylor PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za
Address:	
Contact:	
Authorised Signature:	
Tel: Fax:	
Stand No: Date:	
Email:	

DEADLINE DATE: 20 July 2007

This form must be completed and returned by every exhibitor who requires services, fittings and utilities **over and above** those specified in the standard shell scheme package.

“Space Only” exhibitors should complete this form for all services, fittings and utilities required.

IMPORTANT:

Sketch the location of your utilities, such as power outlets, spotlights, water and other services on the grid below. Blocks are in scale of 1 sq m.

It is imperative that you provide this information as it may be used to install your requirements in the correct location before you arrive on site.

Should this Form not be returned, services will be placed at the discretion of our Contractor and ANY RELOCATION WILL BE AT THE EXPENSE OF THE EXHIBITOR.


Please ensure that the position of your extra lights coincide with the walls or fascia (unless your stand has an interior structure to which they can be attached).


Please note that positions of the lights for the Shell Scheme Stand are fixed.

Rear Wall of Stand


1 sq m					


Front of Stand - Fascia


Telecommunication / Banners / Rigging / ICC Furniture Form 10						
WLIC 2007 19-23 August 2007 Durban South Africa						
Exhibitor:			Return to:			
Address:			ICC Durban Attention: Ashona Maharaj			
Contact:			45 Ordnance Road, Durban,			
Authorised Signature:			South Africa 4001			
Tel:		Fax:		Tel: +27 31 3601000 Fax: +27 31 3601003		
Stand No:		Date:		Email: ashonam@icc.co.za		
Email:						
DEADLINE DATE : 20 July 2007						
INTERNET/NETWORK						
Selection	Billing	Cost	Qty	Dates Required		Total
				To	From	
Internet Installation ADSL/Diginet	Per day	75-00				
Internet per connection		175-00				
TELECOMMUNICATIONS (calls charged as per itemized billing)						
Handset	Once off	100-00				
Line Rental	Per day	350-00				
ISDN (128K) (Calls charged as per itemized billing)						
Installation Costs	Once off	100-00				
Line Rental	Per Day	350-00				
Deposits:				<i>These deposits are refundable after deduction of billing</i>		
Telephone/ fax/modem/speed point		500-00				
ISDN lines		900-00				
BANNERS / RIGGING						
Forklift Hire and Driver	Per hour	175-00				
Cherry Picker Hire and Driver	Per hour	240-00				
FURNITURE / LINEN						
Banqueting Chair – maroon padded	Once off	R25-00				
Conference Table 1800x450x750h	Once off	R75-00				
Trestle Table 1800x900x750h	Once off	R75-00				
Table Cloth – black	Once off	R25-00				
Table Cloth – white	Once off	R25-00				
Sub-Total						
Plus 14% VAT						
TOTAL COST						

Additional Furniture and Accessories		(1 of 2)	Form 11	
WLIC 2007 19-23 August 2007 Durban South Africa				
Exhibitor:		Return to:		
Address:		Turners Conferences & Conventions Attention: Catherine Taylor		
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za		
Authorised Signature:				
Tel:	Fax:			
Stand No:	Date:			
Email:				
DEADLINE DATE:		20 July 2007		
	TABLES	QNTY	COST	TOTAL
B1	Trestle table, metal 1800x760x750h			
B2	Trestle table, Oak top 1800x480x750h			
B3	Round conference table, black base 800 diameter x 750h		ZAR195.00	
B4	Cocktail table white 600 diameter x 750h		ZAR175.00	
B8	Standing conference table, aluminium 600 diameter x 1100h		ZAR300.00	
B9	Desk table, white 1400x700x750h		ZAR450.00	
E6	Conference table, glass 900 diameter x 750h		ZAR275.00	
E7	Standing conference table, chrome/black 600 diameter x 1100h		ZAR400.00	
E8	Wall table, black 1200x600x750h		ZAR350.00	
E9	Conference table, black 1200 diameter x 750h		ZAR650.00	
E10	Square conference table, aluminium 600x600x750h		ZAR345.00	
E12	Round conference table, aluminium/black 800 diameter x 750h		ZAR325.00	
E13	Round coffee table, chrome/black 800 diameter x 450h		ZAR300.00	
O2	Round conference table, oak/aluminium 800 diameter x 750h		ZAR350.00	
O4	Coffee table, oak/chrome 700 x 700 x 450h		ZAR300.00	
O5	Coffee table, oak 1200x600x450h		ZAR295.00	
O8	Table, oak/chrome 1400x800x750h		ZAR450.00	
O9	Round coffee, oak 900 diameter x 450h		ZAR300.00	
O12	Oak desk (incl. drawers) 1350x 740 x 750h		ZAR395.00	
O16	Coffee table, oak 600x600x450h		ZAR250.00	
O20	Coffee table, oak/chrome 800x450h		ZAR325.00	
	CHAIRS			
B5	Occasional Stacking chair, black		ZAR100.00	
B6	Conference chair, blue			
B7	Visitors chair, burgundy		ZAR275.00	
E1	Settee, 2 seater, black		ZAR595.00	
E2	Comfy chair, black		ZAR375.00	
E3	Visitors chair, black/chrome		ZAR225.00	
E4	Bar stool without back, chrome/black		ZAR195.00	

FURNITURE & ACCESSORIES continued		(2 of 2)	Form 11
Exhibitor Name:			
E5	Bar stool with back, chrome/black		ZAR225.00
E11	Visitors chair, aluminium		ZAR250.00
E14	Bar stool, aluminium		ZAR275.00
E15	Sofa 2 seater, navy blue		ZAR850.00
E16	Folding chair, chrome/black		ZAR175.00
O1	Visitors chair, oak blue fabric		ZAR325.00
O7	Bar stool, beech/chrome/black		ZAR350.00
O10	Tub chair, oak/blue fabric		ZAR395.00
O14	Stackable chair, chrome/beech		ZAR275.00
O15	Visitors chair, beech/black/chrome		ZAR295.00
O19	Directors chair		ZAR225.00
AV1	Aviation 2 seater		ZAR850.00
AV2	Aviation comfy chair		ZAR495.00
G1	Gogo tub chairs white/vanilla/peach/green/grape		ZAR250.00
G2	Gogo tub bar stool white/vanilla/peach/green/grape		ZAR295.00
D1	Dee chairs black/red/yellow/grey/dark blue/burgundy		ZAR225.00
CUPBOARDS, BARS/RECEPTION			
A5	Lockable cupboard, white 950x355x950h		ZAR375.00
O3	Lockable cupboard, oak 900x450x730h		ZAR395.00
A10	Bar/reception counter, white 1300x660x1100 FRIDGE EXTRA		ZAR495.00
O17	Curved bar counter, oak/aluminum 1045x560x1100h FRIDGE EXTRA		ZAR700.00
DISPLAY AND SHELVES			
A14**	Display showcase, white 750x500x2000h (see A19) without lights		ZAR895.00
A15**	Glass top display, white 1000x500x900h (see A19) without lights		ZAR695.00
O11**	Display showcase, oak 750x500x2000h (see A19) without lights		ZAR995.00
O13**	Glass top display, oak 1000x500x900h (see A19) without lights		ZAR795.00
A1	Display plinth white 455x455x660h		ZAR325.00
A2	Display plinth white 455x455x950h		ZAR350.00
A3	Display plinth white 660x660x1120h		ZAR395.00
A4	Display plinth white 950x455x950h		ZAR425.00
A11	Flat shelf, white 1100x300		ZAR100.00
A12	Sloping shelf, white 1100x300		ZAR120.00
MISCELLANEOUS			
A6	Bar fridge 140 litres 525x620x830h		ZAR650.00
A8	Waste paper basket		ZAR25.00
A9	Perspex brochure holder		ZAR30.00
A13	T.V. stand, black 600x450x900h		ZAR295.00
A16	Brochure stand (including 5 perspex brochure holders)		ZAR295.00
A18	51cm TV/Video combination		ZAR950.00
A19	Electrical connection for illumination of display cabinet		ZAR175.00
NOTES:			
<ul style="list-style-type: none"> - Items remain property of Conference and Exhibition Services. - Measurements and subject to change. - Stock subject to availability. - Prices subject to change without prior notice - ** See A19 for illumination. - 20% surcharge on orders placed during build up. - Please keep copy for your records 			<p style="text-align: right;">Sub Total ZAR</p> <p style="text-align: right;">Add VAT @14%</p> <p style="text-align: right;">ZAR</p> <p style="text-align: right;">Total Due ZAR</p>

Freight Instructions		Form 12			
WLIC 2007 19-23 August 2007 Durban South Africa					
Exhibitor:	Return to:				
Address:	Exhibition Freighting G.S.M. cc Attention: Jacqui Nel or John Douglas PO Box 60316, Tableview 7439, South Africa Tel.: +27 21 5562270 Fax.: +27 21 5562299 Email: ef-gsm@iafrica.com				
Contact:					
Authorised Signature:					
Tel: Fax:					
Stand No: Date:					
Email:					
FREIGHT SPECIFICATION DEADLINE DATE:		22 May 2007			
FREIGHT INSTRUCTIONS DEADLINE DATE:		6 July 2007			
LAST DATE FOR ARRIVAL OF EXHIBITS BY AIR / COURIER / ROAD:		3 August 2007			
<p>The Organisers of the WLIC 2007 have appointed Exhibition Freighting G.S.M. cc as an Official Freight Forwarder, Customs Clearing, Warehousing, Removal and Storage, and on-site handling agent.</p> <p>Below please find our Freight Specification Form. Kindly complete and fax to Exhibition Freighting G.S.M. cc no later than 22 May in order that we may supply you with a quotation.</p>					
SEA: N/A AIR: 3 August 07 COURIER: 3 August 07 ROAD: 9 August 07					
Case No:	Description	Dims	Cbm	Weight	Value
	Build up Date:				
	Breakdown Date:				
	Date of delivery on stand:				
We require the following services:					
<input type="checkbox"/>	Packing	<input type="checkbox"/>	Empty case storage		
<input type="checkbox"/>	Collection from our premises	<input type="checkbox"/>	Return Transport		
<input type="checkbox"/>	Transport & Delivery to stand	<input type="checkbox"/>	Porters		
<input type="checkbox"/>	Customs Clearance	<input type="checkbox"/>	Not Applicable		
All freight must be consigned to :		Exhibition Freighting G.S.M. cc % WLIC 2007 PO Box 60316 Tableview 7439 South Africa			
Payment : Strictly C.O.D					
Please keep a copy for your records.					


Exhibitor Food and Beverage		Form 14
WLIC 2007 19-23 August 2007 Durban South Africa		
Exhibitor:	Return to:	
Address:	ICC Durban Attention: Ashona Maharaj	
Contact:	45 Ordnance Road, Durban,	
Authorised Signature:	South Africa 4001	
Tel:	Fax:	Tel: +27 31 3601000 Fax: +27 31 3601003
Stand No:	Date:	Email: ashonam@icc.co.za
Email:		
DEADLINE DATE :	20 July 2007	
<p>A wide selection of Catering Services is available from the I.C.C. Durban, and in the interests of making sure that your requirements are accurately catered for, please complete this form and return it to the above address.</p> <p>You will then be contacted by a member of the I.C.C. Durban professional catering services.</p> <p>YES : Please send me information on the following catering services</p> <p>Please tick the appropriate box which you require information on :</p> <p><input type="checkbox"/> Food</p> <p><input type="checkbox"/> Beverage</p> <p><input type="checkbox"/> Refreshments</p> <p>This form must be returned to the I.C.C Durban no later than 20 July 2007.</p> <p>Please keep a copy for your records.</p>		

Plants and Arrangements		Form 15		
WLIC 2007 19-23 August 2007 Durban South Africa				
Exhibitor:		Return to:		
Address:		Turners Conferences & Conventions Attention: Catherine Taylor		
Contact:		PO Box 1935, Durban, South Africa 4001 Tel: +27 31 3321451 Fax: +27 31 3686623 Email: catherinet@turnergroup.co.za		
Authorised Signature:				
Tel:		Fax:		
Stand No:		Date:		
Email:				
DEADLINE DATE :		20 July 2007		
PLANTS AND ARRANGEMENTS (See two page brochure at end of this Manual.) Date Require From: _____ To: _____				
Code	Description	Quantity	Cost ZAR	Total
1	Potted palm in white pots 2m – 3m tall		ZAR200.00	
2	Potted palms in white pots 1.2m – 1.8m tall		ZAR180.00	
3	Potted palms in white pots 0.8m – 1m tall		ZAR140.00	
4	Potted ficus "lollipops"		ZAR270.00	
5	Landscaping mix plants 1m from		ZAR390.00	
6	Potted ficuses in white pots 1.5m – 3m tall		ZAR220.00	
7	Potted ficuses in white pots 0.8m – 1.2m tall		ZAR170.00	
8	Mix plants in zebra pots 1m – 2m tall		ZAR250.00	
9	Mix plants in Giraffe pots 1m – 2m tall		ZAR250.00	
10	Mix plants in Panther pots 1m – 2m tall		ZAR250.00	
11	Water feature with mix pot plants		ZAR990.00	
12	Fresh flowers in the vase from		ZAR390.00	
13	Fresh flowers – artistic arrangements from		ZAR330.00	
13a	Fresh Flowers – artistic arrangements large from		ZAR440.00	
14	Mix bowl for table – green pot plants		ZAR170.00	
14a	Mix bowl for table – flowering pot plants		ZAR190.00	
15	Fresh flowers – artistic arrangement Large from		ZAR350.00	
16	0.6m long white tray with flowering pot plants		ZAR170.00	
16a	0.9m long white tray with flowering pot plants		ZAR190.00	
17	0.6m long white tray with green pot plants		ZAR140.00	
17a	0.9m long white tray with green pot plants		ZAR180.00	
18	0.6m long wooden tray with flowering pot plants		ZAR170.00	
18a	0.9m long wooden tray with flowering pot plants		ZAR190.00	
19	0.6m long wooden tray with green pot plants		ZAR140.00	
19a	0.9m long wooden tray with green pot plants		ZAR180.00	
20	Optional : All plants in white pots, if different colour extras Terracota		ZAR40.00 ZAR80.00	
Notes:		SUB TOTAL	ZAR	
<ul style="list-style-type: none"> To be returned no later than 20 July 2007 Limited plants, first come first serve All prices exclusive of 14% VAT Prices subject to change without prior notice 		Add VAT @ 14%	ZAR	
Please keep a copy for your records		TOTAL	ZAR	
Transfer Total Due to "Summary of Services" Form				
PLEASE NOTE Plants will not be delivered until full payment is made. All plants will be delivered to your stand as per your instructed delivery and collection date. Maintenance of plants will be provided free of charge.				

WLIC 2007 Exhibition Catalogue – Free Editorial		Form 16	
WLIC 2007 19-23 August 2007 Durban South Africa			
Exhibitor:		Return to:	
Address:		Concorde Services Ltd Attention: Carol Dowson	
Contact:		50 Speirs Wharf, Glasgow, G4 9TH, UK	
Authorised Signature:		Tel: +44 141 331 0123 Fax: +0207 117 4561	
Tel:	Fax:	Email: carol.dowson@congrex.com	
Stand No:	Date:		
Email:			
PLEASE EMAIL TYPEWRITTEN COPY – 50 words maximum – by 6 JULY 2007 to carol.dowson@congrex.com			
Late entries will not be accepted. Oversized entries will be edited.			
Exhibitor:		Stand No/s	
Address:			
City:	Zip:	Country	
Telephone		Mobile:	
Email		Fax:	
Insert letter for your company's alphabetical listing:			
Exhibitor: Authorised Signature			

Other companies represented on your stand (maximum four)

COPY DEADLINE: To Concorde Services by – 6 JULY 2007

Exhibitor Badges		(1 of 2)	Form 17																
WLIC 2007 19-23 August 2007 Durban South Africa																			
Exhibitor:	Return Pages 1 and 2 to:																		
Address:	Concorde Services Ltd Attention: Carol Dowson																		
Contact:	50 Speirs Wharf, Glasgow, G4 9TH, UK																		
Authorised Signature:	Tel: +44 141 331 0123 Fax: ++44 141 331 0234																		
Tel:	Fax:	Email: carol.dowson@congrex.com																	
Stand No:	Date:																		
Email:																			
DEADLINE DATE:	20 July 2007																		
<p>1. Exhibitor Badges Exhibitors are entitled to a certain number of free exhibitor badges (see Note 4 below), which allow the wearer to enter the exhibition area, attend the Opening Ceremony and the Exhibition Opening Party. Additional exhibitor badges over and above the allocated number of free badges are charged at €75.00 each. Please note: Free and Additional exhibitor badges do not permit admittance to the social events. Please complete your requirements below.</p> <p>2. Special Social Events Each exhibiting company is entitled to One complimentary social ticket, which permits access to the Beach Party and Gala Cultural Evening. Should additional social tickets be required for exhibitor stand personnel, these can be purchased at €80.00. Please complete your requirements below.</p> <p>3. Company Name On the Exhibitor badges, only the company name will be printed. Exhibitors are entitled to rotate these badges as they prefer. The badges must be collected all at the same time by the contact person only, from the Exhibitors' Desk in the main foyer, from 14h30 on Saturday 18 August.</p> <p>Please enter your Company Name below, as it should appear on exhibitor badges – please print CLEARLY)</p> <p>_____</p>																			
<p>4. Badge Allocation Number of square metres of your stand _____ sq m.</p> <p><input type="checkbox"/> IFLA Corporate Partner 4 free exhibition badges per 9 sq m of exhibition space booked <input type="checkbox"/> WLIC 2007 Sponsor 3 free exhibition badges per 9 sq m of exhibition space booked <input type="checkbox"/> Non-sponsor 2 free exhibition badges per 9 sq m of exhibition space booked</p> <table style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;"></th> <th style="text-align: center; width: 15%;">No. Required</th> <th style="text-align: center; width: 10%;"></th> <th style="text-align: center; width: 15%;">Total Amount to be invoiced</th> </tr> </thead> <tbody> <tr> <td>Number of free exhibitor badges (see notes 1 & 2 above)</td> <td style="text-align: center;">_____ x €0</td> <td style="text-align: center;">=</td> <td style="text-align: center;">_____ €0.00</td> </tr> <tr> <td>Number of additional exhibitor badges @ €75.00 (see notes 1 & 2 above)</td> <td style="text-align: center;">_____ x €75</td> <td style="text-align: center;">=</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Total number of badges to be collected:</td> <td style="text-align: center;">_____</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right; margin-top: 10px;"><u>continued over ...!</u></p>					No. Required		Total Amount to be invoiced	Number of free exhibitor badges (see notes 1 & 2 above)	_____ x €0	=	_____ €0.00	Number of additional exhibitor badges @ €75.00 (see notes 1 & 2 above)	_____ x €75	=	_____	Total number of badges to be collected:	_____		
	No. Required		Total Amount to be invoiced																
Number of free exhibitor badges (see notes 1 & 2 above)	_____ x €0	=	_____ €0.00																
Number of additional exhibitor badges @ €75.00 (see notes 1 & 2 above)	_____ x €75	=	_____																
Total number of badges to be collected:	_____																		

Exhibitor Badges

(2 of 2)

Form 17**5. Attendance at Events**

Please indicate number of your staff attending the following events:

			No. Attending	Code
Opening Ceremony	Sunday, 19 August	Free of Charge	_____	(122)
Exhibition Opening Party	Sunday, 19 August	Free of Charge	_____	(127)

6. Complimentary Social Ticket (one per exhibition stand)

Please indicate attendance at the following events:

			No. Attending	
Beach Party	Monday, 20 August	Inclusive	_____	(132)
Gala Cultural Evening	Wednesday, 22 August	Inclusive	_____	(155)

7. Additional Social TicketsNumber of **additional social tickets** @ €80.00 (see notes 2 above)

No. Required	Total Amount to be invoiced
_____ x €80	= _____

Please indicate attendance at the following events:

			No. Attending	
Beach Party	Monday, 20 August	Inclusive	_____	(160)
Gala Cultural Evening	Wednesday, 22 August	Inclusive	_____	(160)

8. Payment**Payment can only be made in Euros****Total Amount Due in Euros €** _____

- American Express, VISA and Mastercard** Card holders may use their credit cards for charging all the costs. The cardholder's name, card number, expiration date of the card and signature should be filled in below. Regretfully other credit cards cannot be accepted.

Type of Card: AMEX VISA Mastercard

Card Number: _____

Expiry Date: _____

____	____	____	____
M	M	(Y	Y Y Y)

Security Code: _____

*(Last 3 digits on back of the card for Visa/Mastercard
4 digits on front of card for Amex)*

Cardholder's Name _____

Cardholder's Signature _____

PLEASE RETURN THIS FORM (2 PAGES) BY 20 JULY 2007
and keep a copy for your records.

Concorde Services Ltd
Attention: Carol Dowson
50 Speirs Wharf, Glasgow, G4 9TH, UK
Tel: +44 141 331 0123 Fax: ++44 141 331 0234
Email: carol.dowson@congrex.com

Exhibitor Complimentary Congress Registration

Form 18

WLIC 2007
19-23 August 2007
Durban
South Africa



Exhibitor:	Return to: Concorde Services Ltd Attention: Suzanne Redmond 50 Speirs Wharf, Glasgow, G4 9TH, UK Tel: +44 141 331 0123 Fax: +0207 117 4561 Email: wlic2007reg@congreg.com
Address:	
Contact:	
Authorised Signature:	
Tel: Fax:	
Stand No: Date:	
Email:	

DEADLINE DATE: **20 July 2007**

Exhibitors are entitled **One** free Congress registration.
 Silver and Gold Corporate Partners are entitled to **One** free Congress registration.
 Some Sponsors are entitled to an additional allocation – please see your individual sponsorship packages for details.

Please complete the following for each Exhibitor Complimentary Congress Registration. Photocopy and use a further sheet if required.

The wearer is permitted to attend all Congress functions, if registered for these. Please tick below as appropriate.

Prefix Title Dr Prof Mr Ms

First Name _____

Family Name _____

Company _____

Passport No. _____

Social Events	Date	Price (Euro)	Code	Yes	No
Opening Ceremony	Sunday, 19 August	Included	120	<input type="checkbox"/>	<input type="checkbox"/>
Opening Exhibition Party	Sunday, 19 August	Included	125	<input type="checkbox"/>	<input type="checkbox"/>

Prefix Title Dr Prof Mr Ms

First Name _____

Family Name _____

Company _____

Passport No. _____

Social Events	Date	Price (Euro)	Code	Yes	No
Opening Ceremony	Sunday, 19 August	Included	120	<input type="checkbox"/>	<input type="checkbox"/>
Opening Exhibition Party	Sunday, 19 August	Included	125	<input type="checkbox"/>	<input type="checkbox"/>

Prefix Title Dr Prof Mr Ms


First Name _____

Family Name _____

Company _____

Passport No. _____

Social Events	Date	Price (Euro)	Code	Yes	No
Opening Ceremony	Sunday, 19 August	Included	120	<input type="checkbox"/>	<input type="checkbox"/>
Opening Exhibition Party	Sunday, 19 August	Included	125	<input type="checkbox"/>	<input type="checkbox"/>

Accommodation for Exhibitor Personnel		(1 of 2)	Form 19			
WLIC 2007 19-23 August 2007 Durban South Africa						
Exhibitor:		Return to:				
Address:		Concorde Services Ltd Attention: Suzanne Redmond				
Contact:		50 Speirs Wharf, Glasgow, G4 9TH, UK				
Authorised Signature:		Tel: +44 141 331 0123 Fax: +0207 117 4561				
Tel:		Email: wlic2007reg@congreg.com				
Fax:						
Stand No:						
Date:						
Email:						
All bookings will be handled on first come, first served basis and are subject to availability						
HOTEL	SINGLE ZAR	DOUBLE ZAR	DEPOSIT ZAR	ALL DEPOSITS PAYABLE IN EUROS		
Durban Hilton FULL						
Royal Hotel	1,200.00	1,600.00	3,200.00		460.00	
Royal Hotel (suite)	1,310.00	1,960.00	3,920.00		560.00	
Edward Hotel	1,145.00	1,412.00	2,824.00		405.00	
Edward Hotel (ocean view)	1,258.00	1,524.00	3,048.00		440.00	
City Lodge FULL	651.00	860.00	1,720.00		260.00	
Beach Hotel	896.00	760.00	1,792.00		265.00	
	Per 2 persons per room	Per 4 persons per room				
Road Lodge	340.00	370.00	740.00		115.00	
Tropicana	694.00	1,148.00	2,296.00		335.00	
Regal Inn (standard) FULL	359.00	399.00	798.00		125.00	
Regal Inn (deluxe) FULL	392.00	432.00	864.00		135.00	
Southern Sun Elangeni (standard)	1575.00	1750.00	3500.00		406.00	
Southern Sun Elangeni (superior)	1625.00	1800.00	3600.00		418.00	
Southern Sun Elangeni (executive)	1695.00	1870.00	3740.00		434.00	
Southern Sun North Beach (std)	1385.00	1495.00	2990.00		347.00	
Southern Sun North Beach (sup)	1485.00	1595.00	3190.00		370.00	
Garden Court South Beach	715.00	815.00	1630.00		190.00	
Garden Court Marine Parade (std)	1064.00	1150.00	2300.00		267.00	
Garden Court Marine Parade (sup)	1164.00	1250.00	2500.00		290.00	
Name	Hotel		Type of Room	Date In	Date Out	Arrival Flight / Time
	1 st Choice	2 nd Choice				
Names of persons to share rooms:						
Names of persons to share rooms:						
Names of persons to share rooms:						
The Conference Secretariat reserves the right to book you into another hotel should the desired hotel(s) be fully booked. All prices are per room, per night, including breakfast, VAT and City Tax, and are in South African currency. Excluded is the 1% levy tax, which will be included in your bill on departure. If sharing a room, only one person needs to book the room. Please include name of person sharing as indicated above. PAYMENT DETAILS ON FOLLOWING PAGE						

Accommodation for Exhibitor Personnel

(2 of 2)

Form 19**PAYMENT DETAILS**

DEPOSIT DUE IN EUROS:

€

Payment can only be made in Euros**Guarantee**

Please state your name and address clearly on cheques and money orders.

- Deposit
- Please use the credit card below to guarantee the hotel booking. The total charges will be settled upon departure.

Payment**Payment can only be made in Euros and should be made in advance by one of the following methods:**

- American Express, VISA and Mastercard** Card holders may use their credit cards for charging all the costs. The cardholder's name, card number, expiration date of the card and signature should be filled in below. Regretfully other credit cards cannot be accepted.

The deposit will be paid by guaranteed credit card as follows:

Type of Card: AMEX VISA Mastercard

Card Number: | | | | | | | | | | | | | | | | | | | | | |

Expiry Date:

| | | | | | | | | | | | | | | | | | | | | |
M M (Y Y Y Y)

Security Code: | | | | | |

*(Last 3 digits on back of the card for Visa/Mastercard
4 digits on front of card for Amex)*

Cardholder's Name

| | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | |

Cardholder's Signature _____

- Banker's cheque** forwarded together with the registration form to Concorde Services at the address above. The Banker's cheque should be purchased at your bank and made out in **Euros to Concorde Services Ltd / IFLA 2007**. **Please enclose a copy of this booking form with your banker's cheque.** It is regretted that personal or company cheques cannot be accepted.
- Bank transfer in Euro to:**
Royal Bank of Scotland
Account name: Concorde Services/IFLA 2007
Account number: 10094053
Account Key: COSEIFLA-EUR-A
Sort Code: 16-10-70
IBAN: GB60 RBOS 1610 7010 0940 53

Please keep a copy for your records.

PLEASE RETURN THIS FORM (2 PAGES) TO:

Concorde Services Ltd
Attention: Suzanne Redmond
50 Speirs Wharf, Glasgow, G4 9TH, UK
Tel: +44 141 331 0123 Fax: +0207 117 4561
Email: wlic2007reg@congreg.com

The Plant Inn



Florist & Nursery

DURBAN • RSA

Cell: 082 564 2570

Cell 082 442 9775

Tel/Fax: (27) 31-304 0135



POTTED PALM IN WHITE POTS 1 TALL 2m-3m 2 0.8m-1m 3 1.2m-1.8m



POTTED FICUSES IN WHITE POTS 6 TALL 1.5m-3m 7 0.8m-1.2m

Specialists in Exhibition & Function Hire

Potplants

Water Features

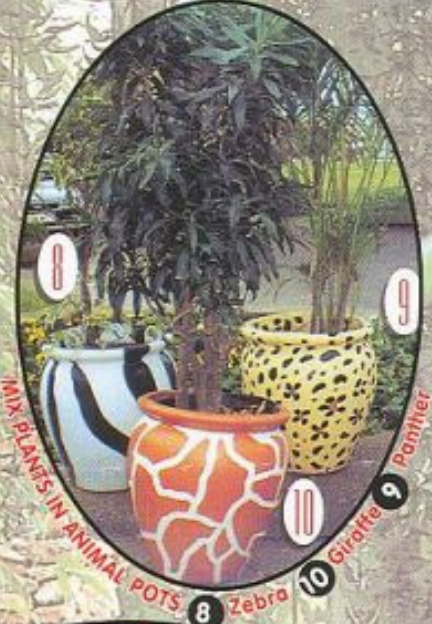
Landscaping

Call
Wojtek or
Margaret

7 Days
a week



4 WHEELBARROW WITH MIX PLANTS



MIX PLANTS IN ANIMAL POTS 8 Zebra 9 Giraffe 10 Panther



5 LANDSCAPING MIX PLANTS



11 WATER FEATURE

The Plant Inn



Florist & Nursery

DURBAN • RSA

Cell: 082 564 2570

Cell 082 442 9775

Tel/Fax: (27) 31-304 0135



12

FRESH FLOWERS IN A VASE - LUSE



13

FRESH FLOWERS - Artistic Arrangement

Specialists in Decorating Exhibition Stands with FLOWERS and flower equipment



14

MIX BOWL FOR DESK - MIX GREENERY OR WITH FLOWERING POTPLANTS



15

FRESH FLOWERS - Large Artistic Arrangement

Call Wojtek or Margaret

7 Days a week



16

17

WHITE TRAY Flowering potplants Mixed greenery potplants



18

19

WOODEN TRAY Flowering potplants Mixed greenery potplants