Dear Exhibitor or Sponsor

Thank you for responding to the invitation to participate in the OSSA 2018 Congress.

This document contains guidelines, terms & conditions for participation in the OSSA 2018 Congress as Exhibitor or Sponsor and becomes a binding contractual agreement between the Organiser and Exhibiting Firm (Exhibitor/s) as soon as a company submits a sponsorship proposal, application to exhibit or delegate registration.

Please read the contents carefully.

Complete the Agreement page, sign the last page and send it to the Congress Office by E-mail: register@ossa2018.com

Exhibitors, sponsors and their representatives should comply with all rules, regulations and conditions stated in this document, OSSA Code of Conduct and Sandton Convention Centre official rules and conditions will also apply. (Obtainable from the SCC office.) Infringement of these regulations may lead to immediate withdrawal of the right to participate in the OSSA congress and exhibition without compensation or refund of sums already paid, and without prejudice to the exhibitor.

• Stands that do not comply with accepted standards and regulations, will not be allowed to open, until the necessary changes have been made.

• The exhibitor may only present the materials, products or services described in the application on his/her stand or space.

• Transfer or sub-letting of all or part of the allocated space is prohibited without prior arrangement with the Organising Committee.

• The Organiser reserves the right to alter the general layout or limit the space allotted to each exhibitor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action.

• Should any circumstance beyond the control of the Organiser and OSSA prevent the holding of the exhibition, the Organiser and OSSA will not be held liable for expenses incurred other than the cost of exhibition space rental.

EXHIBITING AND SPONSORSHIP BENEFITS

• Exhibitors and sponsors will be acknowledged in the Final Programme according to their financial contribution to the congress:
  • Congress bag insert (max A4 size 15grams) - the number of inserts will depend on sponsorship level
  • Large sponsorship will ensure prime exhibition stand location in the exhibition area
  • Slide advertisements: A slide show will be displayed during breaks on the main screen in the plenary venue - the number of slides will depend on sponsorship level
  • Branding opportunities
    • Advertising of this congress and special invitations to delegates are highly recommended and the OSSA logo may be included
    • Educational Grants to finance courses or international Speakers
    • Final Programme book (A4 full colour) + Abstract book (A4 black on white): Sole sponsor: 6 - 8x advertisements + logo on each page
    • Name badge & lanyards - Sponsor’s logo will be printed on the lanyards and name badge inserts
    • Opportunities to organise Workshops/Courses - Sponsor’s Logo may be displayed on screen in the workshop venue and banner may be placed at the entrance to the venue and/or behind the podium or platform

SPONSORSHIP LEVELS

DIAMOND: Exhibition / Sponsorship amount exceeding R500,000
  • Five slide advertisements
  • Up to five congress bag inserts
  • Prime Position in the exhibition area

PLATINUM: Exhibition / Sponsorship amount exceeding R350,000
  • Four slide advertisements
  • Up to four congress bag inserts
  • Prime Position in the exhibition area

GOLD: Exhibition / Sponsorship amount exceeding R250,000
  • Three slide advertisements
  • Up to three congress bag inserts
  • Prime Position in the exhibition area

SILVER: Exhibition / Sponsorship amount exceeding R100,000
  • Two slide advertisements
  • Up to two congress bag inserts

BRONZE: Exhibition / Sponsorship amount exceeding R20,000
  • One slide advertisement
  • One congress bag insert
AGREEMENT WITH SPONSORS AND EXHIBITORS IN RESPECT OF OSSA 2018 CONGRESS

THIS AGREEMENT ("THE AGREEMENT") IS DATED 1 FEBRUARY 2017 AND ENTERED INTO BY AND BETWEEN:
OPHTHALMOLOGICAL SOCIETY OF SOUTH AFRICA

Duly represented herein by Dr William Earl, Congress Chairman and Dr Matt Young, OSSA President

and _______________________________________________________________(Exhibitor / Sponsor)

Company Registration Number / ID number __________________________________________

Duly represented herein by _____________________________________ in his/her capacity as director/member/trustee of
the said company being duly authorised thereto by virtue of a resolution adopted by the board of the said organisation.

PERTAINING TO OSSA 2018 CONGRESS TO BE HELD AT THE SANDTON Convention Centre FROM THE 31st DAY OF JANUARY
UNTIL THE 4th DAY OF FEBRUARY 2018 ("the Congress")

EXHIBITION AND SPONSORSHIP OPPORTUNITIES

A commercial exhibition will run parallel to the main Programme.

International and local companies are cordially invited to actively participate and apply for floor space to exhibit their products; sponsor an international speaker; brand items, such as congress bags, lanyards or the Final Programme and organise a users meeting or workshop.

RIGHT TO EXHIBIT PRODUCTS AND SERVICES

The Exhibitor shall be entitled to set up and maintain a stand at the Congress (it however being expressly understood that such stand shall be set up, maintained and operated in accordance with the terms of this Agreement including without limitation those set out below).

AGREEMENT, GUIDELINES, TERMS AND CONDITIONS

• It becomes a BINDING CONTRACTUAL AGREEMENT between the OSSA, Organisers and participating firm or individual as soon as a registration, accommodation reservation, proposal, application or abstract has been submitted.
• The AGREEMENT, GUIDELINES, TERMS AND CONDITIONS document contains conditions for participation in the OSSA 2018 Congress as Exhibitor or Sponsor. The last page of this document must be signed and returned to the OSSA 2018 Congress Office by fax +27 864595202 or E-mail: christitruter@me.com
• Ensure that you’ve also read the General Information prior to submitting your application / registration to participate.

Exhibitors, sponsors and their representatives MUST comply with all rules, regulations and conditions stated in this document. Infringement of these regulations may lead to the immediate closing of the stand, withdrawal of the right to participate in this OSSA congress and exhibition without compensation or refund of sums already paid, and without prejudice to the exhibitor.

ACTIVITIES, SCIENTIFIC MEETINGS OR SOCIAL EVENTS

NO UNOFFICIAL activities, scientific meetings or social events may be held for 1 week prior to, during or after the congress without the written permission of the OSSA 2018 congress organising committee. This restriction applies to the period from 21 January to 11 February 2018.
• NO activities may be organized parallel to the scientific sessions or social functions without the consent from the Organising Committee.
• Companies must plan their activities in a way to enhance the scientific objective of the meeting and their commercial activities shall not interfere with the scientific objective of the congress

CODE OF CONDUCT

• Participants and their staff are required to conduct business and themselves in a manner that is professional and socially acceptable
• Exhibitors are required to acquaint themselves with the contents of suppliers’ terms and conditions
• Complaints will be resolved by the Organizing Committee
• OSSA’s Code of Conduct will apply (Obtainable from the OSSA’s administration office)
• SCC's terms and conditions apply (Obtainable from the SCC)
• International Council of Ophthalmology Exhibitors' Code of Conduct will apply (Available on ICO website)
• All companies must comply with the pharmaceutical and medical device industry codes of practice. Please visit the following websites for guidelines:
  • www.ifpma.org Code of Practice guidelines of the International Federation of Pharmaceutical Manufacturers & Associations (IFPMA)
  • www.efpia.eu European Federation of Pharmaceutical Industries and Associations (EFPIA)
  • www.eucomed.org Europe medical technology industry
  • www.advamed.org US-based Advanced medical Technology Organization
  • www.phrma.org US-based Pharmaceutical and Research manufacturers of America

FORCE MAJEURE

OSSA and the Organisers shall not be liable for the failure to comply with any obligation as a result of any force majeure event which shall include without limitation, acts of God, strikes, lock-outs, acts of war, terrorism, fire, protest, power failure or other natural disasters.

GOVERNING LAW

This agreement shall be governed in all respects by the law of the Republic of South Africa.

COMPLIANCE WITH LAWS

Participants shall comply with all local, laws, statutes, ordinances, regulations and rules applicable to the venue which are in force or applicable during the Congress, including without limitation those relating to health and safety, hygiene and fire hazards.

INDEMNITY

• The Sponsor/Exhibitor indemnifies and agrees to hold the OSSA, Organisers, its directors, employees and agents harmless for any damage, loss or injury occurring at or about the Congress or in any manner associated therewith.
• The Sponsor/Exhibitor agrees to indemnify and hold harmless the OSSA, Organisers, its employees and agents against any claims or expenses arising out of anything occurring at or about the exhibitor's stand or in any other manner attributable thereto.

NOTES TO EXHIBITORS

ACCESS, DRAYAGE & PARKING

• Exhibitors are required to contact the venue directly for details and to make arrangements for deliveries or collections.
• PARKING entrance of the Sandton Convention Centre is in Alice Lane
• Exhibitors Delivery and Off-loading for the BALLROOM: Entrance in Alice Lane, just past Game Centre

ADVERTISING / PUBLICITY / MEDIA GUIDELINES

• Neither advertising nor exhibiting on behalf of other firms is permitted in any form whatsoever, unless with the permission of the OSSA Organising Committee.
• Advertising panels and displays are not permitted outside the exhibition areas allotted to exhibitors unless with the permission of the Organising Committee.

APPLICATION TO EXHIBIT

• Congress information, General Information, Terms & Conditions are available on official website of OSSA www.ossa.co.za
• Exhibition application and registration forms are available on www.ossa2018.com

By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain his/her instandation until the date and time fixed for closure of the exhibition. Drawings of the stand layout have to be submitted to the Venue's event coordinator for approval.
• By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain his/her instandation until the date and time fixed for closure of the exhibition. Drawings of the stand layout must be submitted to the Organisers or event coordinator for approval.
• Submit your application request and representative registration forms to the OSSA Congress Office E-mail: register@ossa2018.com (Alter-
native E-mail: christitruter@me.com
• The minimum space that can be reserved is 9 square meter unless prior arrangement is made with the Organisers
• NGOs may book a table-top exhibition with a stand-alone / pop-up banner
• Applicants will receive a VAT invoice for the full amount payable
• All outstanding invoices from previous congresses must be settled in order for a stand reservation to be processed
• The last page of the Agreement must be signed by a Company Representative and returned to the Congress Office
• Stands must be paid in full prior to the commencement of the Congress. The reservation of the exhibition space will be official only upon receipt of the full amount. In the event that full payment has not been received 4 weeks prior to the commencement of the congress, the Organiser reserves the right to remove a company's participation.
• Company Logo in high resolution and details such as correct use of the Company's name, trademarks, VAT no and address must be forwarded to the congress office at the time of submitting the application

CANCELLATION OF SPONSORSHIP OR EXHIBITION

• Applications to cancel must be made in writing, signed by a representative of the company and submitted to Organizing Chairman with a copy to the Congress Office
• Cancellation notified before 15 December 2017: 50% will be refunded if full payment has been made. No refund will be made if the deposit only has been paid
• Cancellation after 15 December 2017: No Refund
• Refunds (if applicable) will be processed after the congress

COMPETITIONS AND DRAWINGS

Contests and drawings to attract visitors to the exhibitor's are encouraged. Dynamic Congress Organizing and Management (Pty) Ltd cannot be tied to such activities and will not be responsible for their promotion or execution. Exhibitors must abide by laws and regulations surrounding these activities. OSSA Committees reserve the right to monitor activities and limit those that diminish the conference brand or experience.

COPYING OR RECORDING OF LECTURES AND PRESENTATIONS

Intellectual property rights restrict the copying or recording of lectures and presentations

CORRESPONDENCE

• E-mail: christitruter@me.com
• Postal Address: DCOM (Pty) Ltd, P O Box 9675, Centurion, Gauteng, 0046, South Africa

COSTS

Exhibitors shall bear the responsibility and costs associated with the design, instandation and delivery of their stand at (and its removal from) the Congress venue. This includes any costs attributable to casual labour, catering, exhibition space clearing, personal or stand security, freight or courier services, off-loading or re-loading, unpacking or repacking of equipment and storage of equipment and containers.

• Exhibition Fees: Refer to the Exhibition Reservation form
• Exhibition space rental fee includes:
  • Table, 2x chairs
  • Company listing in the Final Programme
• All attendees representing a company or who are in the service of a company participating in the OSSA Congress, must be registered

CME ACCREDITATION

• Accreditation points will be allocated for every session
• The certificates will be available from the OSSA website
• Name badges must be scanned. Refer to the Final Programme for details

CONGRESS VENUE

Sandton Convention Centre  |  Maude Street  |  Sandton 2196  |  Postal address: PO Box 782553, Sandton, 2146
Tel +27 (0) 11 779 0010  Fax +27 (0) 11 779 0001
CONSTRUCTION OF STAND

- Exhibitors are required to submit a design providing sufficient particularity of the stand which they intend erecting at the Congress at least 30 days prior to the Congress for approval with the express understanding that no Sponsor or Exhibitor shall be entitled to erect a stand which has not been approved by the Venue Coordinator in writing, neither shall same be entitled to materially depart from such pre-approved design without the written consent of the Venue Coordinator.
- Exhibitor’s stands must not block aisles, obstruct adjoining booths or cause damage to the venue or equipment.
- Exhibitors must allow sufficient see-through areas to ensure clear views of surrounding exhibits.
- Island-style stands and stands covering floor space larger than 3m x 3m or extending onto open areas are required to be built in an open-plan style, with no solid walls and allow unrestricted “walk-through” to other areas.

ELECTRICAL EQUIPMENT, FURNITURE RENTAL AND STAND BUILDERS

All exhibitors are required to order electrical plug points, distribution boards and services from the appointed stand builders.

- Equipment, furniture, fittings and other extras can be ordered at an additional cost.
- Please note that any additional items, services or instandations incurring additional costs will be payable by the exhibiting company prior to delivery.
- Shell schemes and furniture will be available. Catalogue and quotations must be requested from the stand builders: TwoWay Exhibitions.

EXHIBITION LAYOUT AND FLOOR PLANS

A computer generated drawing, which should be used for planning purposes only, will be distributed to registered exhibitors.

- Food serving stations, cocktail tables & chairs will be placed in the open areas inside the room. The location of said serving stations will be the responsibility of the Venue’s Banqueting Management.
- The exhibition layout will be submitted to the City Council & Fire Dept for approval after all the stands had been allocated. Subsequent changes to the exhibition layout or stands, if any, will be communicated to registered exhibitors.
- The final floor plan will be distributed and printed in the Final Programme once it has been approved, signed-off by the Committees and made ready for publication.

LOGO

Sponsors and Exhibitors must provide their company logo and details such as correct use of the Company’s name, trademarks, address, etc, within 30 days of submitting the application.

MEALS / LUNCH & REFRESHMENT BREAKS

Food and beverages will be served in the exhibition areas during scheduled lunch and refreshment breaks. (Refer Final Programme for details)

- Food serving stations will be set up for all delegates.
- Meals not taken cannot be refunded.
- Participants requiring special meals such as Vegan, Halaal or STRICT kosher must indicate so on the registration forms. A fee will be payable for meals ordered from outside kitchens. Meal orders must be placed in writing and paid for before 10 January 2018.
- Vegetarian options will be available during lunch.
- Food allergies and other dietary requirements
  - It is the participant’s responsibility to notify the organisers in advance and also the staff at the dining venue/s:
    - Notify the organisers in advance.
    - Upon arrival at the venue, notify the chef or floor manager in order for them to arrange alternatives.
    - At the dining venue, notify the manager on duty or waiter at your table.

NAME BADGES

- Name badges will be supplied to all registered participants.
- These will be available for collection on site at the Congress Registration Desk.
- Attendees and Accompanying guests are required to wear the official congress name badges for access to academic sessions and to all official congress events.
- Exhibiting Company Representatives are welcome to wear their company name badges provided that the Congress Name Badge is also visible.
PAYMENT

• Proof of payment must accompany Exhibition applications, orders and Registrations
• Payment is required in South African Rand (ZAR)
• Pay via BANK OR ELECTRONIC TRANSFER
• Funds transfer charges, currency exchange costs and credit card payments charges must be paid by the registrant
• BANK DETAILS will be printed on the invoice
• Reference: Exhibiting Company’s name

PHOTOGRAPHY

The Organizing Committee, OSSA staff, Presenters and Journalists may photograph or take video footage of events and exhibitions. Please inform the Organisers if you do not wish to be photographed.

PRIVACY

• Newsletters: From time to time, you may receive information regarding Ophthalmology Congresses from OSSA, the Organisers or OSSA 2018 sponsors/exhibitors. You may opt out at any time by returning your email with “unsubscribe” in the subject line
• Contact information will not be shared with other parties that are not participating in this OSSA 2018 congress

PRODUCT DISCLAIMER

The acceptance of a product or service for exhibition does not in any manner constitute an endorsement by the Organisers, the OSSA Committees or the OSSA members

REGISTRATION

• ALL exhibitors and representatives must be registered for the congress
• Payment of the registration fee entitles the exhibitor to:
  • Participate in the Exhibition
  • Access to congress sessions
  • Name badge
  • Final programme
  • Lunch and refreshments served during official Programme breaks
  • Access to the Welcome event
• All participants are required to book or confirm their attendance to reserve their place at social events
• Gala Dinner tickets are available at registration

RESTRICTIONS

• Nothing shall be posted, nailed, screwed, or otherwise attached to columns, walls, floors or other parts of the building or furniture
• The subletting, assignment or appointment of the whole or any part of the exhibitor’s space, by an exhibitor, is prohibited
• This is a non smoking conference. Smoking is only allowed outdoors in designated areas.

SAFETY

• Exhibitors are required to acquaint themselves and adhere to the local fire, safety, environmental laws and building regulations
• The use of flammable or hazardous materials in the decorating of stands, are strictly prohibited
• The Committee will not approve exhibits that do not comply with accepted standards, until the necessary changes have been made
• The Committee reserves the right to alter the general layout or limit the space allotted to each exhibitor, postpone the exhibition or transfer it to another site if unforeseen circumstances warrant such action

SECURITY & INSURANCE

• The Venue and OSSA shall ensure that suitably qualified security personnel are present at the venue during daily conference Programme times. The lecture venues will be locked up once conference activities have closed for the day. Exhibitors are however strongly advised not to leave valuables unattended nor to leave same in the venues overnight.
• Additional stand security may be ordered at a cost payable by the exhibiting company
• The Sandton Convention Centre will have General Public Liability cover for the event, but each company will be required to carry their own insurance for their equipment and stands.
• Participants understand that neither the Organisers nor the OSSA maintain insurance coverage
• All participants are advised to take out insurance coverage against injury to persons, fire, theft, damage to or loss of property, medical expenses, accidents, loss, etc

TABLE-TOP EXHIBITIONS
• One trestle or narrow conference table and two chairs will be provided
• Exhibitors are responsible for decorating and dressing their tables
• Display of small instruments, brochures or books on top of the table only, with the exception of a catalogue stand or bookshelf, provided it fits into the space allocated
• Stand-alone banner/s (maximum width: 2m) may be placed behind the table

TAILORED STANDS
• All tailor made stands must be approved and signed-off by the City Council Fire Department and SCC Management
• Exhibitors intending to erect tailor made stands are required to submit construction drawings/plans to the Congress office before 10 December 2017

TIME TABLE OF SITE OPERATIONS
• Exhibitors undertake to observe the timetable in respect of the erection and completion of their stand prior as well as it’s dismantling at the close of the exhibition
• Exhibitors are obliged to ensure that their stands are permanently staffed during the exhibition period
• Erection of Stand: 31 January
  • Drayage: Exhibitors must arrange their use of loading bays and off loading times directly with the venue
  • Exhibitors must arrange for removal of empty containers and cleaning of their stand
• ALL exhibition stands must be clean and ready by 08:00 on Thursday 1 February 2018
• It is the Exhibitor’s responsibility to pack and remove or consign for shipment all items of value prior to leaving their stand
• Exhibition Period: 1 February 08:00 until 4 February at 12:00
• Dismantling Period: 4 February from 12:00
  • Exhibitors requiring more time to dismantle stands after 22:00 must arrange it with the venue
  • The venue charges an hourly rate after 22:00, which will be payable by the Exhibitor or group of Exhibitors

SIGNED AT ______________________________ ON THIS ______________ DAY OF ______________ 2017 _____________________________

AS WITNESSES: 1. _________________________                                               2. __________________________