

## EXHIBITOR INFORMATION DOCUMENT

21<sup>st</sup> European Crystallographic Meeting, Durban, South Africa, 24-29 August 2003

Dear Exhibitor

The 21<sup>st</sup> European Crystallographic Meeting takes place in Durban, South Africa, 24-29 August 2003. We invite you to use this opportunity to showcase your products, cutting-edge technologies and equipment at this premier event. It is expected that approximately 500 to 600 key decision makers and participants will attend the conference.

Stands are assigned on a first come, first serve basis and we urge you to complete the attached EXHIBITION BOOKING FORM should you be interested in profiling your organization at this event. Please complete and fax/e-mail back the one page booking form, together with your hotel reservation request to the Conference Organiser: IAN TRENOR - Conference Call SA, fax: 27-31-266 2380 or [confcall@yebo.co.za](mailto:confcall@yebo.co.za) **Deadline date to receive exhibition requests is 30 June 2003.**

If additional on-site requirements are needed, please refer to the International Convention Centre's (ICC) exhibition manual & booking forms. This information should be sent including payment directly to the ICC **on or before 08 August 2003.** Please do not send this information to the conference organiser. (Attached in a separate document)

We have pleasure confirming the following exhibition details:

1) **EXHIBITION DATES**

<b>Build up Dates</b>	Sat/Sun 23-24 Aug.	07h00 – 22h00 (Sat) and 07h00 – 14h00 (Sun)
<b>Show Dates</b>	Mon-Thu 25-28 Aug.	As per conference programme
<b>Breakdown Dates</b>	Fri 29 Aug.	08h00 – 16h00 (Breakdown can be done from 17h00 on 28 August if required)

2) **EXHIBITION VENUE**

International Convention Centre (ICC), Durban - Hall 2 C,D,E, 3 A,B

3) **EXHIBITION FLOORPLAN**

Please see attached the exhibition floor plan for your perusal. To assist you with your choice of stand, the sizes of the stands are as follows:

21 - 3m x 3m stands  
04 - 3m x 4m stands  
09 - 3m x 6m stands  
02 - 4m x 6m stands  
02 - 6m x 6m stands  
01 - 7m x 7m stands

4) **STANDS AND RATES**

Exhibition stands have been designed to allow maximum exposure ensuring that each stand has an equal chance to be viewed by participants, while allowing sufficient space to network. For this reason, the designated exhibition area will also be the point for participants to enjoy refreshment breaks, view posters and to make use of the internet café. Rates are listed below:

<b>STAND SIZE</b>	<b>COST IN EURO</b>
3m x 3m stand – minimum stand size (9 Sq M)	€ 1 000.00
3m x 4m stand – (12 Sq M)	€ 1 100.00
3m x 6m stand – (18 Sq M)	€ 1 300.00
4m x 6m stand – (24 Sq M)	€ 1 400.00
6m x 6m stand – (36 Sq M)	€ 1 700.00
7m x 7m stand – (49 Sq M)	€ 1 900.00
Additional Electrics (100 watt spotlight and / or 15 amp plug point) (per item)	€ 15.00
Additional Fascia Name signage (per 100mm of Helvetica lettering)	€ 18.00

**Rates include the following:**

- a) Standard Shell scheme (anodized aluminium uprights and beams and white-foiled panels).
- b) Standard Electrics (2 x spot lights placed behind the fascia AND 1 x plug point placed at middle back wall)
- c) Standard Fascia Name (17 letters or 100mm in standard Helvetica font)
- d) 1 x conference table (1,8 x 45 cm) and 2 padded maroon chairs
- e) Entrance to the exhibition & conference sessions for TWO (2) exhibitors with registration pack & bag
- f) Refreshment breaks on each day
- g) 2 x social functions (welcome cocktail & closing banquet dinner including meals)
- h) Transport from official hotels to the ICC and back again each day

LUNCHES DURING THE CONFERENCE ARE FOR YOUR OWN ACCOUNT

**Additional exhibitor representatives / accompanying persons**

The normal conference fees will be applicable as follows:

- ◆ TWO (2) exhibitor representatives per company are included in the exhibition cost. For additional exhibitor representatives, a **cost of € 370, per person** will be charged.
- ◆ If accompanying persons or spouses attend and wish to join the 3 social functions and conference refreshment breaks, then a **cost of € 130, per person** will be charged.

**One day tour to game park on Friday, 29 August 2003**

Exhibitors are invited to join participants on a one day tour to a game reserve for a safari/game drive. Lunch, transport and game drive is included. Cost is 40.00 Euro per person. Please indicate this clearly on your registration form.

5) **ICC EXHIBITION MANUAL AND ORDER FORMS**

Please find attached in a separate document, the ICC Exhibition manual and order forms for the 21<sup>st</sup> European Crystallographic Association Exhibition. Kindly note that the **deadline for the return of these orders forms is 08 August 2003**.

6) **SECURITY**

Security will be provided in the exhibition hall from 18h00 – 08h00 each evening. However, we recommend that valuables are taken away with you on a daily basis.

7) **EXHIBITOR BADGES**

Please complete the exhibition booking form clearly so that badges are completed accurately.

8) **CLEANING**

The initial venue and aisle cleaning is complimentary.

9) **ADDITIONAL SERVICES**

We can assist you with names of contractors for floral arrangements, hiring of plants, other furniture e.g. lounge suits, coffee tables.

10) **FORWARDING**

A forwarding/on-site handling agent has been nominated and we can recommend Exhibition Freighting. The contact person is Jacqui Nel on Telephone: 27-21-5540406; Fax: 27-21-5540405; Mobile: 0832531888 or e-mail: [jacquinel@iafrica.com](mailto:jacquinel@iafrica.com) or website: [exhibitionfreighting.co.uk](http://exhibitionfreighting.co.uk). By using a specialist company of this nature, potential problems can be avoided e.g. customs, duties, deliveries outside office hours and over weekends. PLEASE COMPLETE THE ATTACHED FREIGHT REQUIREMENT BOOKING FORM.

11) **PAYMENT AND BOOKING OF STAND**

Please complete the one page exhibitor booking form and return to Conference Call on 27-31-266 2380 or by e-mail : [confcall@yebo.co.za](mailto:confcall@yebo.co.za)

Please arrange for payment to be transferred directly into the Conference account (detailed below) **on or before 31 July 2003:**

Name of account holder : Conference Call No 2  
Bank : ABSA Bank  
Branch : Kingsmead Branch (corner Old Fort Road & Stanger Street, Durban, SA)  
Account Number : 909 169 5059  
Branch Code : 511 326  
Deposit reference : Your organisation's name followed by EXHIBITOR

**PLEASE NOTE: Your stand will only be confirmed on receipt of payment. When we receive your exhibitor booking form, we will respond in writing acknowledging receipt and request payment.**

**CANCELLATION NOTICE:** 70% of Exhibition Fee will be payable if cancellation is received **AFTER 31 July 2003.**

Please do not hesitate to contact us, should you require further information.

**IAN AND LISA TRENOR (nee Volker)**

Fax: 27-31-266 2380 E-mail: [confcall@yebo.co.za](mailto:confcall@yebo.co.za)

**EASY CONTACT NUMBERS**

Conference Call (To reserve your stand) Contact: Ian or Lisa Trenor	Fax: 27-31-266 2380 E-mail: <a href="mailto:confcall@yebo.co.za">confcall@yebo.co.za</a>
International Convention Centre (Additional on-site requirements) Contact: Cheryl Carmichael	Fax: 27-31-360 1003 E-mail: <a href="mailto:cherylb@icc.co.za">cherylb@icc.co.za</a>
Exhibition Freighting (For forwarding) Contact: Jacqui Nel	Fax: 27-21-554 0405 E-mail: <a href="mailto:jacquinel@iafrica.com">jacquinel@iafrica.com</a>

**EXHIBITOR BOOKING & REGISTRATION FORM**  
21<sup>st</sup> European Crystallographic Meeting, Durban, South Africa, 24-29 August 2003

Please return this form to the Conference Organiser: <b>CONFERENCE CALL SOUTH AFRICA</b> Postnet Suite 29, Private Bag X3 Westville, Durban, 3630	CONTACT: IAN TRENOR Tel: +27 31 266 2384 Fax: +27 31 266 2380 E-mail: <a href="mailto:confcalls@yebo.co.za">confcalls@yebo.co.za</a>	<i>Secretariat use only</i>
		<b>Reg. No</b>

**EXHIBITOR INFORMATION**

**Note:** Please contact your nearest South African Embassy for Visa information. Please provide information as you wish it to appear on your badge and in the list of participants. A copy of this **ONE PAGE** registration form should be completed per exhibitor (2 REPRESENTATIVES). If more than 2 representatives are attending, a 2<sup>nd</sup> copy should be completed. Please complete on your PC or Typewriter or by writing in block letters

**EXHIBITOR NAME (1)**

Title: Mr / Ms / Dr / Prof		Family Name / Surname	
First Name		Title / present position	

**EXHIBITOR NAME (2)**

Title: Mr / Ms / Dr / Prof		Family Name / Surname	
First Name		Title / present position	

**INSTITUTION / ORGANISATION**

Address:		Country:	
		Zip Code:	
		Fax:	
Telephone:		E-mail :	

**ACCOMPANYING PERSON / SPOUSE (Not participating in the meeting/exhibition, but attending social functions)**

Family Name / Surname		First Name	
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**SPECIAL DIETARY REQUIREMENTS: (Please Specify)**

Halaal		Vegetarian		Other (please specify)	
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**SOCIAL FUNCTIONS (Please indicate if you will attend the following social functions) Day tour NOT INCLUDED. Extra Cost of € 40.00 pp**

Welcome Cocktail Reception (24/08)		Closing Banquet Dinner (28/08)		Day Tour to Game Reserve incl lunch (29/08) 40.00pp	
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EXHIBITION DESCRIPTION	Cost in EURO	EXHIBITION DESCRIPTION	Cost in EURO
1. 3m x 3m stand – Minimum stand size (9 Sq M)	€ 1 000.00	2. 3m x 4m stand – (12 Sq M)	€ 1 100.00
3. 3m x 6m stand – (18 Sq M)	€ 1 300.00	4. 4m x 6m stand – (24 Sq M)	€ 1 400.00
5. 6m x 6m stand – (36 Sq M)	€ 1 700.00	6. 7m x 7m stand – (49 Sq M)	€ 1 900.00
7. Accompanying person/spouse per exhibitor	€ 130.00	Please see attached documents for what cost includes	

**STAND NUMBER REQUEST AS PER FLOOR PLAN:** \_\_\_\_\_ **(PLEASE COMPLETE)**

**NO OF SPOTLIGHTS REQUIRED:** \_\_\_\_\_ **NO OF 15-AMP PLUG POINTS REQUIRED:** \_\_\_\_\_

**LETTERING ON STAND:** \_\_\_\_\_

**CANCELLATION NOTICE:** 70% of Exhibition Fee will be payable if cancellation is received AFTER 31 July 2003.

**EXHIBITION PAYMENT METHOD --** Please arrange for a direct bank transfer / draft before 31 July 2003 into the conference a/c (details in document).

**HOTEL RESERVATION REQUEST (Attached is a list of hotels with rates quoted in EURO) –In order to qualify for the discounted rate, all reservation requests must be sent to Conference Call.** Accommodation is assigned based on the information furnished on this form on a first-come first-served basis. Credit card information is requested in order to guarantee your reservation, and deductions may be made 5-7 days prior to arrival. If you do not have a credit card, then full prepayment for your hotel reservation will be required 2 weeks prior to arrival and deposited into the conference account. If you do not occupy your room by check-out time of the day following your confirmed check-in date, the room will be released and the non-occupancy night charged to your credit card. Modifications or cancellations must be made in writing to Conference Call SA.

Preferred Hotel: 1 <sup>st</sup> choice		2 <sup>nd</sup> choice	
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Requirements:	Single Room	Double/Twin Room (2 persons sharing).	If sharing with whom	
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Date of Arrival:	August 2003	Date of Departure	August 2003
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<b>HOTEL PAYMENT METHOD -- Please indicate</b>		Bank transfer		Cash on Arrival		Credit card on arrival	
<b>CREDIT CARD DETAILS</b>		American Express		VISA		Euro / Mastercard	
CARD NUMBER		EXPIRY MONTH & YEAR			Last 3 digits back of card		

HOLDERS NAME

SIGNATURE

*By providing your credit card number and signature, you agree to the cancellation & payment policies for exhibition fees & accommodation reservations*

**BANK DETAILS FOR DIRECT BANK TRANSFERS/ DRAFTS**

Name of Account **Conference Call – No 2** Bank **ABSA Bank** Branch **Kingsmead Branch, Cnr Old Fort Road & Stanger Street Durban**  
 Holder  
 Account Number **909 169 5059** Branch Code **511 326** Reference Please use as reference: **YOUR COMPANY NAME FOLLOWED BY EXHIBITOR**

**PROOF OF BANK TRANSFER PAYMENTS SHOULD BE FAXED TO CONFERENCE CALL ON (+27) 31 266 2380**  
 PLEASE ONLY E-MAIL / FAX THE EXHIBITOR REGISTRATION FORM TO REGISTER & BOOK YOUR HOTEL ACCOMMODATION

**HOTEL OPTIONS AND SPECIAL NEGOTIATED RATES (FOR YOUR OWN ACCOUNT)**

All rates quoted are in EURO's, per person, per night inclusive of Bed & Breakfast & Government Tourism Levy

Name of Hotel	Rating	Description; ICC = Conference Centre	Rate pp/day bed & b'fast	
			Single	Sharing
Hilton Durban	*****	Upmarket, conveniently next door to the ICC, 1 min walk	89.00	55.00
Royal Hotel Durban	*****	In the City Centre, 01 minute drive from the ICC, 5 star service & facilities	75.00	52.00
Riverside Hotel	****	Upmarket, modern, overlooking River & Sea, 05 minutes drive to ICC.	66.00	50.00
Holiday Inn North Beach	***	Modern hotel, on upmarket North beach overlooking ocean, 5 min drive to ICC	70.00	49.00
City Lodge Durban	***	Limited services, modern hotel, within walking distance from the ICC	58.00	45.00
Tropicana Hotel	***	Full service hotel on South beach, overlooking ocean, 5 min drive from ICC	55.00	43.00
Beach Hotel	**	On Beachfront, older hotel with basic furnishings, 5 minute drive from the ICC	45.00	37.00
Protea Hotel	**	<b>Student accommodation</b>	--	15.00*

\* Four persons sharing large dormitory type room

**PAYMENT TERMS & CONDITIONS FOR YOUR RESERVATION**

- Please provide us with credit card details. The full amount payable may deducted from your card 5-7 days prior to arrival and the reference "Conference Call" will appear on your credit card statement. If this is not acceptable, please advise us and we will make arrangements for your card to be deducted ON ARRIVAL at the hotel for the full amount due. Receipts will be issued at the hotel on your arrival;  
**OR**
- If you do not have credit card facilities, please arrange for a bank draft / transfer into Conference Call's bank account (details at top of this page).  
**The full amount payable for your reservation is required 2 weeks prior to arrival.**

**HOTEL CANCELLATION POLICY**

Hotel Reservations cancelled 30 days prior to arrival, **IN WRITING**, will be accepted without penalty.

Hotel Reservations cancelled 16-29 days prior to arrival, will be liable to pay a 25% cancellation penalty of the Total Reservation Amount

Hotel Reservations cancelled 0-15 days prior to arrival, will be liable to pay a 100% cancellation penalty of the Total Reservation Amount

**NOTES**

-- **RATES MAY INCREASE BY € 5.00 PER PERSON, PER NIGHT, PENDING FOREIGN EXCHANGE FLUCTUATIONS**

-- All rates quoted are PER PERSON, PER NIGHT, inclusive of bed and breakfast

-- Attention should be drawn to the hotel descriptions when making your accommodation selection

-- No personal cheques will be accepted

-- Rates negotiated and nett and non-commissionable to other travel or booking agents

**AIRPORT TRANSFERS (for your own account):** € 20.00 per person, return airport transfer (airport – hotel – airport)

If you require this service, please e-mail/fax your flight arrival and flight departure times IN DURBAN, to Conference Call as soon as they are available

**PRE/POST OR ACCOMPANYING PERSONS TOURS (for your own account)**

Please contact DHM Tours directly on [dhmtours@iafrica.com](mailto:dhmtours@iafrica.com) or visit their website on [www.dhmtours.co.za](http://www.dhmtours.co.za) for further information or to make a tour reservation. A description of the recommended tours will be listed on the conference website shortly.

**ON RECEIPT OF THE COMPLETED EXHIBITION REGISTRATION & ACCOMMODATION BOOKING FORM, WE WILL RESPOND TO YOU IN WRITING.**

**WE LOOK FORWARD TO WELCOMING TO IN DURBAN - A GATE WAY TO SOUTHERN AFRICA!**

Since being sighted by Vasco da Gama in 1497, Durban's natural harbour has given birth to a vibrant, go-ahead and ever changing city. Apart from having the busiest harbour in Africa, Durban is served by its **own international airport** only 15 minutes from its Central Business District. Durban is an ideal base from which to explore the beauty and splendors of Southern Africa. Within two hours you could be on a safari at one of the country's renowned **game reserves** - home to some of the world's rarest and most exotic species - or you could be in the **fairest Cape**. Ninety minutes by road and you could be hiking or trout fishing in the magnificent **Drakensberg**. **Other options:** a day or two away could put you at **the origins of man in the Sterkfontein Caves** or in the midst of a miraculous flower transformation in the **Namaqualand Desert**. You could be etching into memory the glorious sunsets and camp fires of the **Kruger and other National Parks in South Africa**, visit neighbouring Zimbabwe to witness the majesty of the **Victoria Falls**, game parks of **Botswana** or **Skeleton Coast in Namibia**.

There are many faces to Durban - city of great beauty and cultural diversity where you can witness the Dance of the Virgins, a Zulu war dance and attend a performance of the ballet or Opera all in the same day. The only constant is the famous South African weather - and Durban can serve up the best of it, with an average of **320 sunny days** a year. A surfer's paradise and international holiday mecca. Mile upon mile of unspoiled, sun-soaked beaches, bronzed life guards and bikini beauties. Seagulls, pelicans and exotic birds. Colourful rickshas, beautiful parks, sidewalk cafes and restaurants. Here architecture encapsulates the diverse histories and cultures of the people. Graceful Victorian buildings, exotic temples and dignified mosques all stand side by side.