EXHIBITION BOOKING FORM

This form must be downloaded and filled in by a Supplier/Manufacturer applying for ROAD CONSTRUCTION AND BUILDING MATERIALS EXPO.
Please email the filled form to lekarapas@rd.org.ls as soon as possible for approval to continue with the payment .

Before you fill in this form, please read the terms and conditions at the bottom of the form.

Section 1: COMPANY DETAILS

Name:					
Postal Address:	Postal Code:				
Physical Address:					
Contact Detals:	Location:				

Section 2: CONTACT PERSON

First Name :	Last Name :	
Contact details:	Mobile No:	Telephone: -
Contact address:		

Type of product applied for (tick):

☐ Road Construction ☐ Building Construction

Size of the stall booking for (tick):

☐ 3x3m² = 9m² (M1,500.00) ☐ 3x6m² = 18m² (M3,000.00) ☐ 3x9m² = 27m² (M4,500.00)

Total Booking Amount:

Arrival & Departure Dates: From: To:

Section 3: Product/Materials details

Please provide details of the nature of your business and the products/services you want to sell or showcase.

Section 4: Product Demonstration

Please specify if you want to do any product try-outs. Please give details of your requirements and the nature of the activity (Area, ground conditions, suitable weather conditions etc.).

Section 5: PRODUCT CERTIFICATION

Is your product certified? (tick):	
☐ Yes	☐ No
If yes, please attach a certificate/letter and a recent certificate from an approved/accredited testing laboratory, as part of application submissions. Signed by Signature: Date: / /	

Terms and Conditions:

1. The security will be provided at the EXPO venue from the 27th – 29th January 2025, but it is the supplier/Manufacturer's responsibility to guard his own stall.
2. No supplier/manufacturer will be allowed to demobilize from the expo venue before the 29th of January 2025, however you are allowed to mobilize either on the 27th, 28th or 29th January 2025.
3. There is no refund once application has been approved and payments received by Road Directorate, therefore it is recommended that South African Companies make proper arrangements at the boarder gate before submitting applications.
4. Once your application is approved, make payment within thirty minutes (30minutes) of approval to avoid losing the space applied for and submit proof of payment.
5. Please note that there is no compensation for demonstrations, all their costs shall be incurred by the supplier/manufacturer, therefore they are not compulsory. Please note that the supplier/manufacturer is responsible for procurement or hiring the equipment for demonstrations.
6. Please note that the purpose of the EXPO demonstration is to showcase your products, the Roads Directorate is not entering into an agreement or obliged to buy any company's products.
7. Failure to provide adequate information in section 4 of the form may result in the allocation of inappropriate demonstration area as well as the location, so it will then be the responsibility of the supplier/manufacturer to request for the new date of the demo.
8. Suppliers/manufacturers are required to come for demo site inspection on 25th January 2025.
9. Demo schedules will be available before the end of business on the 25th of January 2025.