



14 – 17 September 2017
Lord Charles Hotel, Somerset-West
Western Cape, South Africa
www.biopsychsa.co.za

Congress Organiser:
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Thursday 14 September to Sunday 17 September 2017
LORD CHARLES HOTEL, SOMERSET WEST
WESTERN CAPE

EXHIBITION STANDS & SPONSORSHIP OPPORTUNITIES

Kindly note that this congress is VAT registered and all fees below are excluding VAT @14%

IMPORTANT INFORMATION:

- The Exhibition will be held in the Ballroom of the Lord Charles Hotel with additional stands in the Courtyard, which will be fully covered and located next to the Ballroom Hotel. Entry to the Ballroom will be from the Courtyard. Please refer to the attached photos of the Ballroom, Courtyard area and Lobby as well as the floorplan of the exhibition area. Further information is available from the Lord Charles Hotel's website address.
- The Hospitality Suite will again be located in the Lobby Area of the Hotel.
- Tea/coffee and lunch stations will be placed in the Ballroom, covered courtyard area outside Ballroom and Lobby of the Hotel.
- All exhibitors will be allowed to serve their own coffee and beverages (non-alcoholic) from their stands. (subject to approval by the hotel)
- Trade companies who do not exhibit, may unfortunately not partake in any other sponsorship opportunity
- Accommodation (B&B included) is available at The Lord Charles Hotel and complimentary shuttles will also be available from Erinvale Hotel.

Single room at the Lord Charles Hotel: R1 640.00 per night (inclusive of VAT)

Double/Twin room at the Lord Charles Hotel: R1 840.00 per night (inclusive of VAT)

Single room at Erinvale Hotel: R1 290.00 per night (inclusive of VAT)

Double/Twin room at Erinvale Hotel: R1 840.00 per night (inclusive of VAT)

Trade companies are encouraged to book their staff at Erinvale Hotel or any of the surrounding guesthouses. A maximum of 2 rooms per company (for staff occupancy) will be allowed at the Lord Charles Hotel.

EXHIBITION STANDS:

Stand Measurements:

3m x 2m

Height restriction is 3m and 2.5m, see attached floor plan with details

Stands will be booked on a first come first serve basis.

Once confirmed you will be invoiced in full for your stand.

Cancelled stands will result in a 50% cancellation fee of the full fee and if cancelled 2 months prior to the congress, then a 100% cancellation fee will be applicable

No cancellations will be accepted 3 months prior to the congress.

Each exhibitor will qualify for 2 free trade registrations per single exhibition stand as well as entry into the 'visit-a-stand' competition.

All additional trade will pay the applicable full registration fee.

Build up for exhibitors will take place on Thursday 14 September 2017.

Break-down will be on Sunday 17 September after the close of the congress.

Cost for exhibitors: R36 000 per stand

Table Exhibitors:

A limited number of table exhibitors will be allowed at the congress and these exhibition spaces will only be allocated once all other exhibition spaces have been sold. Please note that table exhibitors might not have tea/coffee or lunch stations close to their space. Table exhibitors will qualify for 1 free trade registration.

Only 2 x pull-up banners will be allowed at a table space.

Cost for table exhibitors: R18 000

SPONSORSHIP OPPORTUNITIES:

The following additional sponsorship opportunities are available to participating exhibitors only:

1) Registration & CPD desk:

Please refer to the floor plan for the location.

Registration will open on Thursday 14 September 2017

All delegates must visit the Registration Desk once a day to scan their badges and to qualify for maximum CPD points.

The sponsor must supply each registered delegate with a congress bag, name badge, note pad and pen (all samples must be approved by the organising committee). The sponsors' logo may appear on all the items.

No advertising material from other companies or sponsors will be allowed in the congress bag, except for approved congress journals and the final congress programme.

The congress organisers will assist the sponsor with the registration procedure, sponsor will assist with distributing of tags, packing of bags etc.

Sponsor will qualify for 6 free trade registrations.

Cost: R100 000.00 (excluding the congress bags, name badges, note pads and pens)

2) Hospitality Suite:

The sponsor will have the exclusive right to use the hospitality area in the lobby of the hotel.

The hospitality suite will have the exclusive rights to serve alcoholic beverages (except at the opening cocktail function when all the exhibitors will be permitted to serve alcoholic beverages from their stand/s). A tea / coffee station will be provided by the committee and this can be placed inside the hospitality suite at no additional cost.

The sponsor of the hospitality will qualify for 6 free trade registrations.

Cost: R100 000.00 (excluding alcoholic and non alcoholic beverages – this will be an additional cost)

3) Cocktail Function: All Exhibitors

The cocktail function will take place on Thursday 14 September from 18h30 in the exhibition area.

This is a wonderful opportunity for attendees to network with the exhibitors and reconnect with colleagues and friends, and one of the largest and best attended events of any congress.

The organising committee appeals to all exhibitors to select their own beverages (alcoholic and non-alcoholic) – according to their own budget. Exhibitors may serve their beverages from their stand/s.

Crockery, cutlery, glasses, ice etc. will be supplied by the Lord Charles Hotel.

The committee will supply a substantial finger supper and entertainment for the evening.

The Lord Charles Hotel has the exclusive rights to provide the food and beverages.

Cost: To be determined by each participating sponsor

4) Final programme (advertising)

The final programme will be inserted in the congress bag.

The final programme will include comprehensive information on the scientific sessions and speakers.

A4 full colour advertisement with company details (logo, website, contact details etc.).

Cost: A4 size full colour advertisements are available at R8 000.00

5) Congress Clipboards

The sponsor may distribute these from their stand or it may be placed inside the main plenary venue for the opening session. The sponsor's logo will be printed on the clipboard

Cost: Exclusive sponsorship of R10 000.00 excluding the cost of the clipboards and printing of logo.

6) Tea/Coffee & Lunch Stations

All tea/coffee breaks and lunches will be served inside the exhibition hall.

The sponsor will be allowed to brand all serving stations with table cloths, serviettes, coasters, etc

Cost: Exclusive sponsorship is available at R8 000.00 per day or R16 000.00 for the duration of the congress

7) Sponsorship of water and mints for all the lecture rooms:

The sponsor will be allowed to supply branded water and a packet of mints / sweets for each delegate inside the lecture rooms. Please note that only corporate branding will be permitted.

Sponsor must supply at least 600 branded items per day.

Cost: Exclusive sponsorship is available at R8 000.00

8) Early bird symposia x 4 (Friday 15 September, Saturday 16 September)

Two sponsored breakfast symposia will be permitted on:

Friday 15 September

Saturday 16 September

Duration: 60 minutes

Symposia will be fully accredited for CPD points unless not applicable. Sponsor can recommend the speaker and topic of the symposium to the Scientific Committee for consideration.

All Symposia will be advertised in the congress announcements and website.

Congress organisers will supply contact details of registered delegates to sponsors.

The cost includes venue hire, standard audio-visual and technical support.

Cost: R17 000.00 per symposium

9) Sponsored Dinner / Cocktail Symposium Friday 15 September

One dinner symposium will be permitted on Friday 15 September

This symposium will be fully accredited for CPD points unless not applicable. Sponsor can recommend the speaker and topic of the symposium to the Scientific Committee for consideration.

The Dinner Symposium will be advertised in the congress announcements and website.

Congress organisers will supply contact details of registered delegates to sponsors.

The cost includes venue hire, standard audio-visual and technical support.

Cost: R17 000.00

10) Congress Dinner: Saturday 16 September

The venue for the congress dinner will be announced shortly.

This dinner is well attended dinner and 80% of registered delegates attend this dinner.

The committee would like to appeal to all companies to participate in this dinner by sponsoring tables at the dinner.

Companies will not be allowed to host their own private dinners on Sunday evening (either at the hotel or any off-site venue)

Cost: R7 000 per table (seating 10 per table)

11) Congress Proceedings / Presentations

The sponsor will have the exclusive rights to present each delegate with a memory stick containing information on the congress abstracts and power point presentations (where applicable).

Cost: R10 000.00

12) Awards: Best Poster / Oral Presentation

Awards will be presented to the best oral and poster presentations.

Certificates will be award to winners at the congress dinner (Saturday evening)

Sponsor may present these awards to the winners in each category.

Sponsors logo will be printed on the certificates

Cost: R5 000.00 per award

13) Sponsorship of Registrars and Psychiatrists (delegates)

For budgetary purposes, refer to the attached registration form. SASOP members will be encouraged to apply for sponsorship via the congress organiser, and lists will be circulated to all participating companies on a regular basis. Please note that SASOP encourages balanced sponsorship, i.e State employed psychiatrists and registrars vs psychiatrists in private practice.

14) Local and International Faculty

Please contact the congress organisers should you wish to sponsor an invited local or international speaker.

15) Speakers Dinner Friday 15 September (19h00)

The speaker's dinner will be held off-site and will include all local- as well as international speakers and the organising committee (approx. 40 guests).

The sponsor will have the exclusive rights to attend this event and to welcome the guests upon arrival.

Cost: R45 000.000 (inclusive of transfers, meals and beverages)

For any other marketing and/or sponsorship opportunities, please contact Sonja du Plessis on 082 455 7853 or sonja@londocor.co.za