

ROOM APPLICATION FORM



Return to: Juliet van Niekerk, (f) +27 21 418 5949

Exhibitors who wish to organise events upstairs in the meeting rooms during the fair are asked to contact Juliet van Niekerk by 30 April 2010 on +27 21 418 5949 or at juliet@capetownbookfair.co.za. This form does NOT apply to events held on stands in the exhibition area.

Exhibitor: _____

Postal Address: _____

Contact Person: _____ Tel No: _____

Signature: _____ Cell No: _____

Date: _____ Fax: _____

Company VAT No: _____ E-mail: _____

Title and brief description, eg Reading by Author from XYZ (Book Title) :

Preferred dates and times (subject to availability) :

(Slots are in units of 45 minutes - please note that this will be strictly enforced. More than one slot can be booked for a session)

Speakers / Moderators (In the event of a panel discussion) :

Venue options : Tick option(s) (For venue rates, please refer to 'Room Rates' sheet

60 Seater	PA	
60 Seater	Full AV	
120 Seater	PA	
120 Seater	Full AV	
150 Seater	Full AV	

Basic catering options only available when venues are hired exclusively. Please contact us for catering options.

Please consider carefully the size of the room as a venue that is too small is problematic for the authors and readers.

Kindly forward all stand event information to be included in the programme to Juliet van Niekerk

DEADLINES :

Initial room reservations	30-April-10
Final content for presentations as well as stand events	11-May-10