



**ASSOCIATION OF MEDICAL COUNCILS OF AFRICA
26TH ANNUAL CONFERENCE**

“REGULATION IN THE ERA OF ARTIFICIAL INTELLIGENCE”

Venue: Avani Resort

Dates: 10 – 16 August 2024

**SPONSORSHIP AND EXHIBITION
BOOKING FORM**

**PROUDLY HOSTED BY:
HEALTH PROFESSIONS COUNCIL OF ZAMBIA**

#AMCOA2024

SPONSORSHIP AND EXHIBITION BOOKING FORM

1. COMPANY DETAILS

COMPANY NAME:

COMPANY REGISTRATION NUMBER:

PHYSICAL ADDRESS:

POSTAL ADDRESS:

LANDLINE NUMBER:

MOBILE NUMBER:

EMAIL 1:

EMAIL 2:

WEBSITE:

2. MAIN COORDINATOR (I.E. PERSON RESPONSIBLE FOR BOOKING & PAYMENT)

FULL NAME:

DESIGNATION:

DEPARTMENT:

LANDLINE:

MOBILE:

EMAIL ADDRESS:

3. SPONSORSHIP OPTION

SPONSORSHIP BOOKING	PARTNERSHIP BOOKING	EXHIBITION BOOKING	A LE CARTE BOOKING
<input type="checkbox"/> DIAMOND <input type="checkbox"/> PLATINUM <input type="checkbox"/> GOLD <input type="checkbox"/> SILVER <input type="checkbox"/> BRONZE	<input type="checkbox"/> GALA DINNER	<input type="checkbox"/> EXHIBITOR TABLE <input type="checkbox"/> TABLE STAND	<input type="checkbox"/> Bag Inserts (Sponsor to provide material, 1 item only) <input type="checkbox"/> Dinner Delegates Gifts <input type="checkbox"/> Mobile App <input type="checkbox"/> Branded Conference Bags <input type="checkbox"/> Branded Notepads <input type="checkbox"/> Branded USB
TOTAL COST	TOTAL COST	TOTAL COST	TOTAL COST

If any other form of sponsorship: please describe below

We intend sending promotional materials for the Conference Bags **(mark with an X)**

YES

NO

4. PAYMENT DETAILS

*Include total amount to be invoiced: _____

5. BILLING DETAILS

Company Name: _____

Address Line 1: _____

Address Line 2: City: _____

Country: Postal code/ZIP: _____

VAT No (Zambian companies): _____

Purchase Order no (if applicable): _____

Signed on behalf of the company

Signature: _____

Name: _____

Designation: _____

Date: _____

Place _____

NOTE: By signing this form, the organisation is legally binding itself to the sponsorship specifications. In the event of a cancellation or withdrawal of the sponsorship, the sponsor will remain liable for the fees as per cancellation policy below. The sponsor is further bound to the sponsorship terms and conditions as detailed in the Authorisation, Disclaimer and Indemnity form.

Send completed form to: amcoa@hpcsa.co.za and info@hpcz.org.zm

6. DISCLAIMER AND INDEMNITY

To be completed and returned with the booking form

By signing this form, the organisation is legally binding itself to the sponsorship specifications. In the event of a cancellation or withdrawal of the sponsorship, the sponsor will remain liable for the fees as per cancellation policy below.

The sponsor is further bound to the sponsorship terms and conditions as detailed in the Authorization, Disclaimer and Indemnity form.

I, also acknowledge on behalf of (Organisation) _____

participating in the AMCOA 26th Annual International Conference to be held at the Avani Resort, Livingstone that neither the owners and management of the Hotel, the Association of Medical Councils of Africa, the Health Professions Council of Zambia, and its Conference Organising Committee, will accept liability for any damage or injury to any persons or exhibitor goods and materials resulting from any misfortune caused during the hosting of the AMCOA Conference 2024.

Signed at _____ on this _____ day of _____ 20 _____

SIGNATURE

Before signing this document, verify that the content you are signing is correct.

For and on behalf of _____, duly authorised

Full name of signature: _____

7. TERMS AND CONDITIONS

The Terms and Conditions relating to the Exhibitors as printed in this prospectus forms part of the Agreement. All exhibitors and their representatives must abide by these regulations. Acceptance of exhibiting organisations and assignment of the exhibition space will be coordinated by the AMCOA Exhibition Manager. Verification of acceptance will be sent to the Exhibitor.

1. Sponsorship packages and exhibition space will be allocated ONLY on receipt of a signed booking form. The space allocation will be done on a first come, first served basis.
2. Confirmation of the booking will be sent to the Sponsor and Exhibitor together with a tax invoice for the full 100% payment. The payment is due on receipt of invoice and bookings will ONLY BE confirmed once payment is received.
3. Proof of payment should be emailed to the Conference Organising Committee email address: amcoa@hpcsa.co.za and info@hpcz.org.zm
4. It is important to note that no sponsor/exhibitor will be allowed to set up their exhibitions and at the conference venue on 10 August 2024 until full payment, which is due by the 10th of June 2024, has been received by the Conference Organising Committee.
5. All exhibitors must comply with the Exhibition Rules and Regulations as determined by Avani Resort. Important: AMCOA and the HPCZ will not be held liable for any misfortunes, thus it highly recommended that all Exhibitors/Sponsors should take out Public and Product Liability insurance at their own expense

8. CANCELLATION POLICY

The Exhibitor/ Sponsor will be liable for the following penalties below, if notification of cancellation of sponsorship is received in writing:

- a) Before to 10 June 2024, your deposit will be less 20% refundable (administration fee)
- b) Between 10 June 2024 and 10 July 2024, the Exhibitor / Sponsor will be liable for 50% of the cost of the package selected.
- c) From 10 July 2024, the Exhibitor/ Sponsor will be liable for 100% of the package selected.

9. RESERVED RIGHTS

The Conference Organising Committee reserves the right to rearrange the floor plan and/or reallocate any exhibit without notice. The Conference Organising Committee will not discount or refund any facilities not used or not required.

The Conference Organising Committee reserves the right to final approval of all artworks, advertising copy, pictures, publications, brochures, leaflets, signage and corporate promotional giveaway items. Artwork is to be supplied to conference specifications.

No exhibitor shall assign, sublet or apportion the whole or any part of their booked exhibition space, advertising space or sponsorship commitment except upon prior written consent of the Conference Organising Committee.

Exhibition constructions and materials must be contained within the marked area allocated to the booth. Exhibitors should move their exhibition stands and materials in and out of the Exhibition Centre according to the timetable.
