

Golf4Fun Entrepreneur Exhibition Platform

Social Events, Exhibitor Guidelines

1.	Pre Event Preparation	<ol style="list-style-type: none"> 1. Exhibitor participation must be confirmed in writing 2 weeks in advance of the event. 2. A site visit must be completed by each exhibitor 1 week in advance of the event. 3. Exhibitors must share any special requirements (display, music, etc) at least 72 hours before the start of the event.
2.	Exhibitor Teams & Staff	<ol style="list-style-type: none"> 4. All exhibitors & staff must check in at the Golf4Fun Welcome Desk. For safety and security reasons all people present on the event site must be accounted for and registered. 5. Food & drinks are for exhibitors own account. 6. No food or beverages may be brought on site in from outside. Any exceptions must be cleared in advance with Golf4Fun Events Team.
3.	Display & Exhibition Space	<ol style="list-style-type: none"> 7. Each exhibitor will get a space and will bring own equipment to display and showcase their products. 8. Exhibitors must source and dress their stands using own materials and display tools 9. Advertising banners must be submitted to the Event Coordinator to receive approval before placement. 10. There is currently no fee charged for exhibition space. 11. Exhibitors are welcome to sell goods and services that they offer to guests during the day. 12. Exhibitors that wish to use the Golf4Fun card machine to accept card payments must request this in advance and agree to the subsequent fee (currently 5%).
4.	Set Up & Strike	<ol style="list-style-type: none"> 13. Call time is 8:00am for all Exhibitor teams. 14. Set up of all stalls, equipment and display items must be complete by 9:00am 15. All exhibitors must first attend a pre-event briefing from 9:15-9:45am by the Event Manager. 16. No strike may occur before 6pm, this is to ensure minimal disruption to guests at the event. Preferably strike must be done after 8pm.
5.	Programme & Publicity	<ol style="list-style-type: none"> 17. The Closing Ceremony & Awards will run from 6:30pm to 7:30pm. Exhibitors that are required to participate must be available for rehearsal at 9am. 18. Exhibitors must share their bio and company profile in writing at least 72 hours ahead of the event. 19. Any scripts or items that the MC must announce during the day must be supplied at least 72 hours ahead of the event. 20. Any media invited must be confirmed with Golf4Fun management at least 72 hours in advance in order to receive approval and accreditation.
6.	Accreditation	<ol style="list-style-type: none"> 21. All staff working on exhibitor teams must get accreditation to gain access to the event. This must be requested at least 72 hours in advance of the event. 22. Any persons who are not given accreditation will have to pay a guest fee at the door upon arrival.

		23. An Exhibitor Crew List Template will be shared with exhibitors for them to complete crew details in full to ensure advance accreditation.
7.	Advertising & Promotion	24. Exhibitors are welcome to post advertising and promotional material about their involvement in the Golf4Fun event on any media or social media platforms. 25. Use of the Golf4Fun logo and brand identity items must be pre-authorized in writing by a Golf4Fun manager.
8.	Safety	26. All exhibitor team members must get a safety briefing from Golf4Fun in advance of the start of the event. 27. Safety is the responsibility of every person at the event. Exhibitor teams must familiarise themselves with the area and stay alert at all times.
9.	Participation in Event Activities	28. Exhibitors are welcome to participate in all event activities on the day together with guests. This however must not be done at the expense of managing the display area. 29. Exhibitors are eligible to participate and win prizes in competitions that they are not directly involved as sponsors/partners. 30. Golf4Fun will extend a complimentary invite to all exhibitors and their staff to participate in the subsequent Golf4Fun Social.
10.	Limitation of Liability	31. Golf4Fun will not be responsible for losses or expenses incurred due to the delay or changes in schedules or other causes. 32. Golf4Fun may not be held responsible for any injury, theft, loss or damage to property, vehicles, sport equipment or other items or personal effects during the event.

Golf4Fun Events Team Contact Details:

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