



22 & 23 May 2019

2019 ENSMINGER PIG SYMPOSIUM

| aha Kopanong Hotel & Conference Centre |

SPONSOR/EXHIBITION GUIDELINES

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Maximum number of symposium delegates expected: 250–270

Maximum number of PBS Dinner guests expected: 280–300

INTRODUCTION

Dear Sponsor/Exhibitor

The Organising Committee would sincerely like to thank you for your sponsorship towards the 2019 Ensminger Pig Symposium. Your contribution is vital to the success of the first ever Ensminger Symposium to be held in Africa. By becoming a sponsor you unlocked the opportunities, visibility, broader exposure and benefits from advertising and other additional services according to your sponsorship packages (see summary below).

The matrix of guidelines set forth herein are designed to help sponsors/exhibitors in their planning and to minimise confusion during the setup and operation at the symposium. Changes to the schedule or other details described in this document may occur without notice at the discretion of the Organising Committee.

SPONSORSHIP PACKAGES AND THEIR BENEFITS

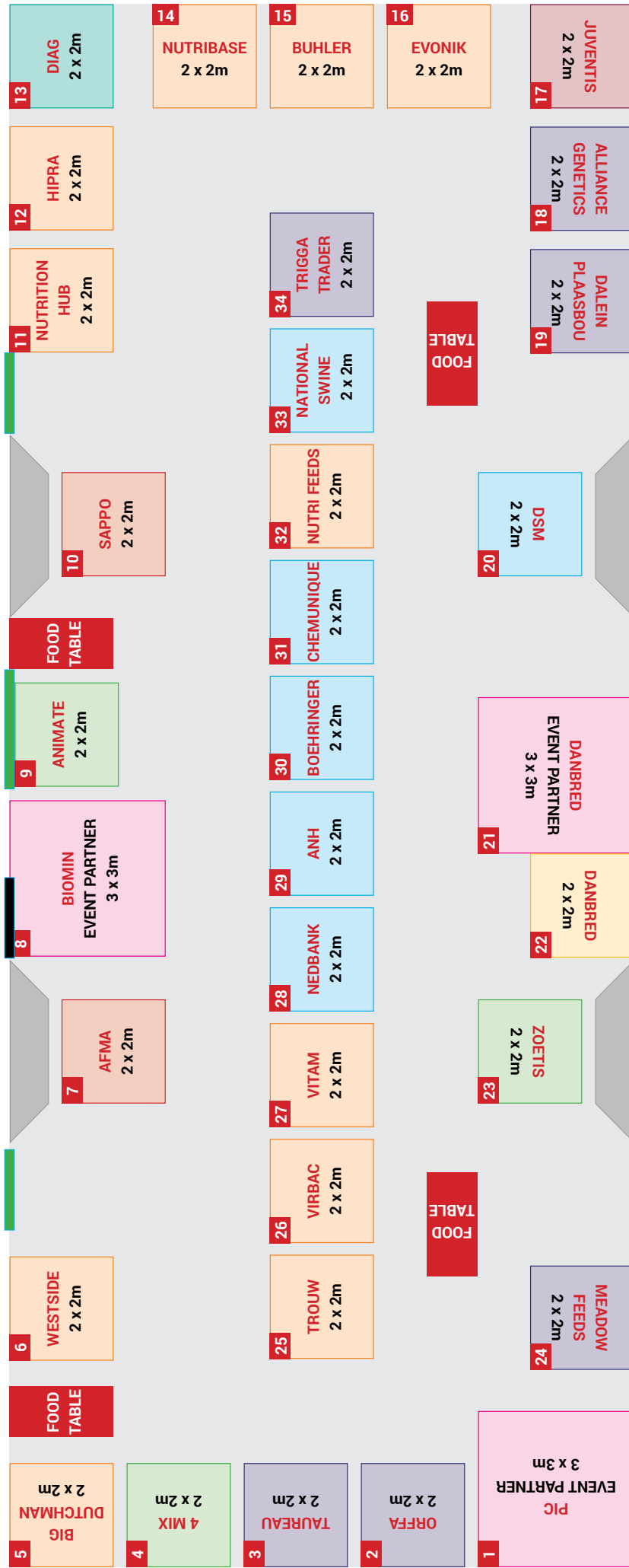
DESCRIPTION	EVENT PARTNER	GOLD	SILVER	BRONZE	MERIT	FRIENDS OF ENS-MINGER	TIME-BREAKER SPONSOR	PBS CENTENARY DINNER	OTHER / ADDITIONAL
Value	R45 000	R20 000	R15 000	R10 000	R8 000	R3 000	R20 000	R20 000	Negotiable
Total Number Available	3	3	10	6	2	6	1	7	Unlimited

BENEFITS FOR SPONSORS

Logo on www.ensmingersymposium.co.za with a hyperlink to your company's website, Facebook, Twitter and LinkedIn pages and a short company description (max 60 words)	●	●	●	●	●	●	●	●	Negotiable
Exhibition space consisting of table + 2 x chairs + black table cloth + 2 x exhibitor passes which include access to the PBS Centenary Dinner	●	●	●	●	●		●	●	Negotiable
Listing in the final printed symposium programme with your company logo, a short company description (max 60 words) and your company website address	●	●	●	●	● Listing + www only	● Listing + www only	●	●	Negotiable
Full page, full colour advert in the final printed symposium programme in a prime spot (inside front cover, inside back cover or outside back cover) (sponsor to supply final material)	●								
Full page, full colour advert in the final printed symposium programme in a non-prime spot (sponsor to supply final material)		●					●	●	Negotiable
Horizontal half page, full colour advert in the final printed symposium programme in a non-prime spot (sponsor to supply final material)			●						Negotiable
Co-branding on the front cover of final printed symposium programme	●								
Company free standing rolla or x-banner in the symposium venue (max 2 000mm high x 950mm wide) (sponsor to supply)	●								
Insert into delegate bag (max 4 pager) (sponsor to supply)	●								
2 x complimentary delegate access passes to the Symposium & PBS Centenary Dinner	●								
Sponsor listing in the final printed menu (company logo)								●	

DRAFT EXHIBITION FLOOR PLAN*

* Not to scale and subject to change



The 2019 Ensminger Pig Symposium offers exhibitors exhibition space only.

NO SHELL SCHEME STANDS WILL BE PROVIDED OR ALLOWED.

ENTRANCE DOORS TO CYCAD 1-3

EXHIBITION SPACE

The exhibition hall is located in close vicinity to the lecture hall and will be combined with the tea breaks to guarantee a constant flow of visitors to your exhibition space.

What do exhibitors receive with each exhibition space and their 2 x exhibitor passes?

- A **2 x 2m exhibition space for GOLD, SILVER, BRONZE, MERIT & PBS CENTENARY DINNER SPONSORS** with one (1) standard six-foot (1.8m) table (there is only one size table available) + two (2) x chairs + one (1) black table cloth in a carpeted exhibition hall (see images below).
- A **3 x 3m exhibition space for EVENT PARTNERS** with one (1) standard six-foot (1.8m) table (there is only one size table available) + two (2) x chairs + one (1) black table cloth in a carpeted exhibition hall or outside the exhibition hall (see images below).
- Free, uncapped Wi-Fi.
- Overnight security in the exhibition hall.
- 2 x Exhibitor passes which include access to attend the symposium speaker sessions and the PBS Centenary dinner, except for the *Friends of Ensminger* sponsorship category.
- Exhibition space assignments are done by the Organising Committee and is based on, but not limited to, the various sponsor categories. The completed exhibition space assignment will be available on www.ensmingersymposium.co.za on **30 April 2019**.



What does exhibition space exclude?

- Additional furniture and lighting, furniture rentals, special flooring or storage cabinets.
- Furniture rentals are to be organised by the exhibitor with his supplier of choice and is for his/her own account and arrangement. The furniture rentals needs to be pro-approved by the Organising Committee. Should you opt to make use of external rental furniture, please send images of the proposed furniture to info@ensmingersymposium.co.za for pre-approval by no later than **30 April 2019**.
- Plugs and extension cords from the main power point for use with e.g. laptops – please bring your own plugs and extension cords.

EXHIBITOR DO'S AND DON'TS

- Exhibitors are expected to remain open during the time of the symposium programme on 22 and 23 May 2019 and manned during tea breaks and lunch times.
- Dimensions of exhibition spaces will be strictly enforced! No exhibitor is permitted to erect signs or display products (eg pull-up banners and wall banners) in such a manner as to obstruct the view, cause injury, adversely affect the displays of other exhibitors or persons in attendance or impede the free use of the aisles. The distribution of literature, samples, and materials are permitted only within the confines of an exhibitor's space. No marketing material are allowed on the tables in the lecture hall.
- Branding is restricted to the exhibition hall only. No branding are allowed outside the exhibition hall (including the speaker podium) or in the aha Kopanong Hotel & Conference Centre's garden.
- Decorations, signs, banners, etc., may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the exhibition hall.
- The operation of sound devices is allowed if the exhibitor complies with the discretion of the Organising Committee on volume. Sound must not be at a level that interferes with normal levels of communication in neighboring exhibit spaces.
- No animals are permitted in the exhibition hall.
- All exhibitors must surrender space occupied by them in the same condition it was at the commencement of occupation.

SET-UP PERIOD

Wednesday, 22 May 2019 from 06h00-10h00. All exhibition spaces must be ready for the opening on Wednesday, 22 May 2019 at 11h00. The exhibitor is responsible for the set-up of his own exhibition material.

BREAKDOWN PERIOD

Thursday, 23 May 2019 from 14h00-17h00. Under no circumstances is any exhibition material to be left overnight in the exhibition venue after the breakdown period.

NO SHOW POLICY

The exhibitor will forfeit space not occupied by the close of the exhibit set-up period on **Wednesday, 22 May 2019** by **10h00**. The Organising Committee reserves the right to reissue unoccupied exhibit space as it sees fit.

IF AN EXHIBITOR OPT NOT TO USE HIS EXHIBITOR SPACE – Please send an e-mail to info@ensmingersymposium.co.za if you opt NOT to make use of your exhibitor space by no later than 15 April 2019.

INSURANCE

It is the responsibility of each exhibitor to arrange and obtain adequate insurance cover against any loss that they may incur during the course of the 2019 Ensminger Pig Symposium.

PUBLIC LIABILITY

The Symposium Conference Organisers do not accept liability and will not be under any liability to the exhibitors in respect of any direct or indirect damage, loss or injury to persons or property, including exhibits arising out of or in anyway connected with the 2019 Ensminger Pig Symposium at whatever time.

*NB! REGISTRATION OF EVENT PARTNER DELEGATES (COMPLIMENTARY)

Event Partners must register their two (2) complimentary delegates' details online at www.ensmingersymposium.co.za/registration by no later than **30 March 2019**.

Please select the **Event Partner Pass (I WILL attend the Dinner)** OR **Event Partner Pass (I WILL NOT attend the Dinner)** option upon registration to ensure you do qualify for complimentary Symposium and the PBS Centenary Dinner access.

*NB! REGISTRATION OF EXHIBITORS (COMPLIMENTARY)

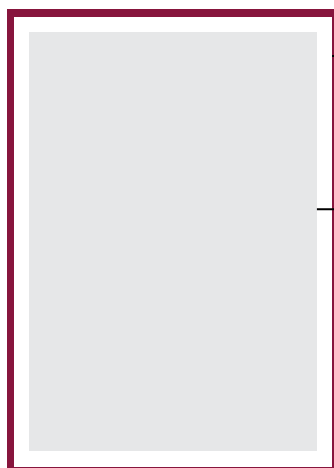
All sponsorship categories, except for the *Friends of Ensminger*-category, qualify for two (2) complimentary exhibitor registrations with access to the symposium speaker sessions and PBS Centenary Dinner. Please register your exhibitors' details online at www.ensmingersymposium.co.za/registration to qualify for these complimentary exhibitor passes by no later than **30 March 2019**.

Please select the **Exhibitor Pass (I WILL attend the Dinner)** OR **Exhibitor Pass (I WILL NOT attend the Dinner)** option upon registration to ensure you do qualify for complimentary Exhibitor and PBS Centenary Dinner access.

SYMPOSIUM PROGRAMME – ADVERTISEMENT MATERIAL SPECIFICATIONS

- Final advertisement must be submitted by **30 April 2019** in high resolution (300ppi) PDF format with crop marks and text converted to paths – **NO LATE ADVERTISEMENT MATERIAL WILL BE ACCEPTED**.
- Final advertisement material can be submitted via e-mail to: info@ensmingersymposium.co.za or send via www.wetransfer.com or Dropbox to info@ensmingersymposium.co.za.

Full page, full colour advert in the final printed symposium programme (Event Partners, Gold Sponsors, Time-Breaker Sponsor and PBS Centenary Dinner Sponsors)



Trim: 210 x 297mm [wxh]

Bleed: 220 x 307mm [wxh]
(5mm all around)

Type: 190 x 277mm [wxh]

Horizontal, half page, full colour advert in the final printed symposium programme (Silver Sponsors)



Trim: 210 x 146mm [wxh]

Bleed: 220 x 156mm [wxh]
(5mm all around)

Type: 190 x 126mm [wxh]

*NB! SYMPOSIUM PROGRAMME – LISTING DETAILS

All sponsors/exhibitors must check their company details (company logo, company name, company write-up and company website hyperlink) on www.ensmingersymposium.co.za/sponsors-exhibitors. If you notice any incorrect information, please send an e-mail to info@ensmingersymposium.co.za with the correct information by no later than **30 April 2019**.

EVENT PARTNER'S INSERTS FOR DELEGATE BAG

Event Partners must deliver their printed inserts (x 250 inserts) for the delegate bags (max 4 pager) by no later than **30 April 2019** at the AFMA Office: Agri-Hub Office Park, Block B, 477 Witherite Street, The Willows, Pretoria, South Africa – Attention: Wimpie Groenewald.

***NB! EVENT PARTNER'S BANNERS FOR LECTURE HALL**

Event Partners are responsible to erect their company's free standing rolla or x-banner in the lecture hall by no later than **10h00** on **Wednesday, 22 May 2019**.

It is the Event Partners responsibility to take down his banner on **Wednesday evening, 22 May 2019 at 17h00** as the same venue will be transferred for the PBS Centenary Dinner on the evening of 22 May 2019 and no Event Partner's banner will be allowed to be showcased at the PBS Centenary Dinner.

Event Partners are once again responsible to erect their company's free standing rolla or x-banner in the lecture hall by no later than **07h30** on **Thursday, 23 May 2019**. It is the Event Partners responsibility to take down his banner on **Thursday, 23 May 2019** after the closing of the symposium.

DELEGATE/SPONSOR/EXHIBITOR ACCOMMODATION

Rooms at special rates are being held for the 2019 Ensminger Symposium delegates/sponsors/exhibitors in the aha Kopanong Hotel. Although every effort is made to provide accommodation to all, the availability of rooms may become restricted closer to the Symposium date and delegates are advised to book accommodation as soon as possible by contacting the hotel directly on tel: +27 (0)11 749 000 or e-mail: leanneb@kopanong.co.za or sales@kopanong.co.za and use the **BLOCK BOOKING CODE: DV1505** for bookings.

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Animal Feed Manufacturers Association



PLEASE ADDRESS ALL ENQUIRIES IN WRITING TO:

E-mail: info@ensmingersymposium.co.za

www.ensmingersymposium.co.za