



4 November 2015

Dear Industry Stakeholder

Re: Exhibition Space 4th Construction Management Conference, Port Elizabeth, 30 November-1 December

Your organisation is invited to exhibit at the Protea Marine Hotel, Marine Drive, Port Elizabeth during the Conference between the 30 November and 1 December 2015.

The 4th Construction Management Conference provides an international forum for researchers and practitioners from developed, developing and underdeveloped nations to address fundamental issues that affect the practice of construction health and safety management, construction management, and construction project management.

This scientific and industry conference expects to draw approximately 75 delegates from South Africa, Africa, and overseas.

Stands

The stands will occupy the foyer area outside and within the main venue (Fish Eagle) at first floor level – each in prominent positions. The organisers will provide a table, two chairs, lunch and standard refreshments for each day - all other items such as tablecloths and decor need to be provided by the exhibitors. Additional refreshments will be for exhibitors' accounts. The exhibits are each 3m wide and 2m deep. Setting up of the exhibit will be on the day, from 07h00, and viewing will be until approximately 16h30. Security (low level) will be available should exhibits be continuous. Exhibits can be procured on a daily basis.

Costs

R 2 000.00 **per day** plus 14% VAT.

Payment details

Payment must be made in order to confirm the reservation. **Proof of payment** accompanied by the '**Exhibition Confirmation Schedule**' (see attached), a **covering letter setting out details and requirements**, must be faxed to: 041 504 2345 or e-mailed to: mariana.botes@nmmu.ac.za

Banking details

Account name: NMMU
Bank: Standard
Branch code: 050417
Account No: 080263011
Reference: EC31 Organisation name

Should you have any queries, please do not hesitate to contact Prof John Smallwood at:

Mobile: 083 659 2492 or E-mail: john.smallwood@nmmu.ac.za

Regards

Prof John Smallwood

Exhibition Space Co-ordinator, 4th Construction Management Conference