 DURBAN ICC <small>INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</small> <small>45 Bram Fischer Rd. Dbn. 4001 P O Box 155, Durban. 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</small>	2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS			Order Deadline: 01 November 2021		
	Stand Name:		Hall No:		Stand No:	
	E-mail:		Tel No:		VAT #	
	Print Name:		Signature:			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : zanelem@icc.co.za
 TELEPHONE NO : 031 360 1316**

ACCEPTANCE OF SERVICE AGREEMENT PAYMENT AUTHORISATION & CONTACT DETAILS FORM

(COMPULSARY FORM TO BE COMPLETED IN ORDER TO PLACE THE ORDER)

1. **THE AGREEMENT AND TERMS / CONDITIONS**
 - 1.1 The Company agrees to provide the facilities and services for the duration of the hire period set out in the Proforma Invoice and in consideration for the payment set out in paragraph 2 below.
 - 1.2 Any orders that are not pre-paid cannot be guaranteed.
 - 1.3 Late orders received after the order deadline and on-site orders will be subject to a 20% administration fee. *Final arrangements to be confirmed with our Event Co-ordination Department and will be charged for accordingly.*
 - 1.4 Ensure that your Company representative at the show is aware of our payment policy as no orders will be delivered unless payment has been received.
2. **SETTLEMENT PROCEDURE**
 - 2.1 Full payment of the Proforma Invoice for all orders must be pre-paid and no payment will be accepted on-site or post event.
 - 2.2 No refunds will be made for any changes made after the order deadline date.
 - 2.3 The Company reserves the right to cancel the provisional booking should the signed Acceptance of Service Agreement and/or proof of deposit payment, not be received timeously.

I, the undersigned, acknowledge that I have received and understood and accepted the Service Agreement and agree and abide by the terms and conditions laid out therein.

Date: _____ Place: _____ Signature: _____

FOR - DURBAN ICC (SOC) LTD

Signed at : (CITY)..... On Date:(DD/MM/YY):

Print Name Signature:

who hereby warrants that s/he is duly authorised to sign this agreement on its behalf.

Legal Name of the Co. e.g. Durban SOC Ltd			
Company VAT Number		Company Registration No.	
Physical / Postal Address of Company (include postal code)			
Company: Telephone No.			
Company: Website Address		Company: Email Address	
Contact Person: Name & Surname & Gender (i.e. Mr or Mrs)		Designation (i.e. Manager)	
Contact Person: Direct Telephone Number		Contact Person: Mobile Number	
Contact Person: Email Address		Event ID #	

CLIENT BANKING DETAILS FOR REFUND
 All refunds will be made via EFT only. **Please complete details below:**


Account Name		Branch Code & Branch	
Account Number		Bank	

DURBAN ICC BANKING DETAILS Direct deposit – EFT / telegraphic transfer			
Account Name	ICC Durban (Pty) Ltd	Bank Account No. Swift Code	1107 821541 NEDSZAJJ
Bank Name	Nedbank	Branch Code & Branch	198 765 Kingsmead

- PLEASE NOTE:**
1. Reference to appear on the deposit slip / EFT: **EVENT ID** and **STAND NUMBER**
 2. Please email a copy of the proof of payment as detailed above
 3. Only Company cheques are acceptable (i.e. no personal cheques)

PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE

All orders received after the deadline date will be subject to an administration fee of 20%	PLEASE KEEP A COPY FOR YOUR RECORDS
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CREDIT CARD ACCOUNT							
PLEASE NOTE:							
1. To charge to your credit account kindly complete the form below and return by email as detailed above.							
2. Please send a photocopy of both sides of your credit card.							
3. Please send a photocopy of the ID Book or Passport of the cardholder.							
Charge to: (Tick one)							
AMERICAN EXPRESS	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MASTER CARD	<input type="checkbox"/>	DINERS CLUB	<input type="checkbox"/>
CARD NO:				EXP DATE:			
LAST 3 DIGITS ON REVERSE SIDE OF CARD:			VAT REG NO:				
CARDHOLDERS NAME:							
CARDHOLDER'S BILLING ADDRESS:							
CARDHOLDER'S SIGNATURE:							
ID Number or Passport Number							

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