**AWARDS 2014 REQUEST FOR EXHIBITION JUDGING**

****

**Date of request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please note:**

* **PLEASE COULD WE REQUEST THAT YOU SUBMIT YOUR REQUESTS FOR *ALL SHOWS* THAT YOU REQUIRE BEING JUDGED FOR 2014, BY FRIDAY 1st MARCH 2014**
* Requests not received by the EXSA office **one month** days prior to the opening day of exhibition **may not** be processed.
* Organisers are to ensure that the presentation by the Exhibition Director to judges, is detailed and informative and takes place in a quiet area.
* For Organisers project managing a show, the marketing person also needs to be present at the presentation to supply judges with information on all marketing and communication aspects.
* Please ensure that the judges receive entry tickets, parking and instructions where to meet in advance.
* Please note, that only scores exceeding 75% will be eligible to qualify for the annual awards.
* The presentation must commence within ten minutes after the official start time and must not take longer than 45 minutes.
* Organisers are encouraged to use Power Point for their presentation.
* Only the Exhibition Director should do the presentation.
* If you are entering in the category “Trade and Consumer” you must justify this in your presentation.
* Anonymous comments will be sent to the Organiser after the judging.

**JUDGING FEES (Payable after the shows have been judged)**

|  |  |
| --- | --- |
| 1 – 6000m2 Gross | **R1500** |
| 6001m2  & OverGross | **R2000** |

**EXSA Member Organiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Exhibition Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Exhibition:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date for Judging:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Category**

(Please mark with an X)

|  |  |
| --- | --- |
| Trade |  |
| Trade & Consumer |  |
| Consumer |  |

**Important: All the m2 quoted below are gross space areas i.e. the entire area that the exhibition covers.**

|  |  |
| --- | --- |
| **Size** |  |
| 0 – 6 000m² |  |
| 6 001 & Over |  |

**Please confirm that you have a Disaster Management Plan and a Safety File.**

**If not, your exhibition may not be judged.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** |  | **No** |  |

**Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Duly authorised)**

**On Behalf of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Member Company)**