



Ambasciata d'Italia
Pretoria



NON-FOOD EXHIBITOR APPLICATION & PARTICIPATION FORM

Menlyn Maine Central Square, Pretoria | 5-6 September 2026

Please complete this form and return it to accounts@italcham.co.za by **4 August 2026**. Applications are subject to approval and availability. Approximately 20 stands are available and applications will be handled on a first-come, first-served basis. The commitment fee is R3,000 + VAT per stand.

Event & Stand Information

Event dates	Saturday 5th - Sunday 6 September 2026
Venue	Menlyn Maine Central Square, Pretoria
Public opening hours	Sat 10:00-18:00 Sun 10:00-18:00
Exhibitor setup	Friday 4 th September 2026 Time: _From 11am to 6pm (can be flexible)
Standard stand	Size: 3mx3m (tbc) Position/allocation: assigned by organisers
Commitment fee	R3,000 + VAT, payable to the Italian South African Chamber of Trade and Industries NPC

The standard package includes a designated stand, standard setup (marquee or Bedouin tent where applicable), one table, two chairs, access to power, security, common-area cleaning and waste management, marketing inclusion and access to storage.

A. Applicant & Contact Details

Registered company / trading name	
Company registration number	
VAT number (if registered)	
Physical address	
City / Province / Postal code	
Website	
Primary contact person	
Position	

Mobile number	
Email address	
On-site contact person & mobile	
Accounts contact person	
Accounts email address	
Other invoice instructions	

B. Exhibitor Profile

- ☐ Italian company / brand operating in South Africa
☐ South African distributor / representative of an Italian brand
☐ Italian institution, association or business organisation
☐ Other: _____

Brand(s) represented	
Products / services to be displayed	
Products to be sold on site, if any	
How does the offering connect to Made in Italy?	
Brief company / brand description for marketing (max. 80 words)	

D. Stand & Operational Requirements

All exhibitors receive the same standard stand package. Please indicate only the practical requirements that the organisers need to plan for.

Number of stands requested	1 (additional stands subject to availability and written approval)
Expected number of staff on stand	
Products / equipment brought to site	
Vehicle access required for loading?	☐ Yes ☐ No Details: _____
Storage required?	☐ Yes ☐ No Approx. volume: _____
Additional furniture required?	☐ Yes ☐ No Details: _____
Other infrastructure / access needs	

E. Electrical Requirements

- ☐ No electricity required
☐ Standard power point required
☐ Other / higher-load requirement - complete the table below

Equipment / appliance	Quantity	Watts / amps	Plug type

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The exact power allocation, approved equipment and any additional electrical charges are to be confirmed.

F. Safety, Compliance & Insurance

- ☐ The stand will contain no cooking, gas, open flame or food preparation.
- ☐ All electrical equipment brought to the venue will be safe, compliant and in good working order.
- ☐ Any required operating permits, certificates or approvals will be supplied before setup.

☐ Public liability / exhibitor insurance held: ☐ Yes ☐ No ☐ To be confirmed

Insurer / policy number, if applicable	
Any safety or compliance considerations	

G. Marketing Material

Instagram handle	
Facebook / LinkedIn / other	
Logo supplied with application?	☐ Yes ☐ No
High-resolution product / brand images supplied?	☐ Yes ☐ No
Promotional offer / activation planned	

Approved exhibitors may be included in event marketing. By submitting material, the exhibitor permits the organisers to use its name, logo and supplied imagery for event promotion.

H. Participation Terms

Application and acceptance	Submitting this form does not automatically confirm participation. Acceptance is subject to suitability, space availability and confirmation by the organisers.
Payment and confirmation	The commitment fee is R3,000 + VAT. The stand is secured only once the application has been accepted and the Chamber has received full payment against its invoice.
Stand allocation	Stand position and layout will be determined by the organisers and venue. Exhibitors may not transfer, sublet or share a stand without prior written approval.
Approved offering	Only the products, services and brands described in this application may be displayed, promoted, distributed or sold. Any changes require prior written approval.
Operating hours	Exhibitors must be set up by the deadline communicated by the organisers, keep the stand appropriately staffed during all published event hours and may not dismantle before official closing.
Presentation and conduct	Stands must be maintained in a clean, safe and professional condition and must comply with event branding, venue rules and reasonable instructions from the organisers.
Compliance	Exhibitors are responsible for all licences, permits, approvals, product compliance, safety requirements and insurance applicable to their activities, products, staff and equipment.
Damage, loss and liability	Exhibitors remain responsible for their stock, cash, equipment and personal property and for damage caused by them or their staff, contractors or guests. The organisers are not responsible for theft, loss or damage except to the extent required by law.
Photography and promotion	Exhibitors consent to photography and videography at the event and permit the use of event content, their name and brand imagery for event-related publicity without additional compensation.
Cancellation by exhibitor	Cancellation must be submitted in writing. Refund / cancellation terms: Full refund up to 4 th of August. 50% refund up to 14 th of August No refund thereafter.
Event changes or cancellation	Dates, hours, layout, programme and venue arrangements may change. If the event is postponed or cancelled for reasons beyond the organisers' reasonable control, the treatment of fees and any rescheduling arrangements will be communicated in writing.

I. Declaration & Signature

By signing below, the applicant confirms that the information provided is complete and correct; that the applicant is authorised to apply on behalf of the stated business or organisation; and that, if accepted, the exhibitor agrees to comply with the participation terms above and any final operational instructions issued by the Embassy, Menlyn Maine and the Italian South African Chamber of Trade and Industries NPC.

- ☐ I have read and accept the participation terms.
- ☐ I understand that the stand is confirmed only after written acceptance and full payment.

Full name & surname	
Position / capacity	
Signature	
Date	