

RAILWAYS & HARBOURS CONFERENCE & EXHIBITION 2009

www.railwaysandharbours.com

REGISTRATION FORM

Please fill in the appropriate sections and send to the Conference Secretariat

E-mail: rhconference@global.co.za or Fax: +27 (0) 86 605 8135

Conference registration queries: Karen Feuillerade Tel: +27 (0) 11 467 8759 Cell: +27 (0) 83 3789 883

EARLY BIRD DISCOUNTED REGISTRATION/BOOKING DEADLINE – 15 December 2008

REGISTRATION/BOOKING DEADLINE – 20 February 2009

PAYMENT DEADLINE – 27 February 2009

All costs detailed below include VAT at 14%

1. PERSONAL DETAILS							
Type	Speaker		Delegate		Please tick appropriate box		
Are you a member of a rail/harbour related association or institute?			Yes	No	If yes, which one?		
Area of interest	Railways		Harbours		Please tick appropriate box		
Title	Mr		Mrs		Ms	Other	
Surname	(Family Name)				First Name	(To appear on name badge)	
Company							
Full Postal Address							
City		Postal Code			Country		
Telephone	()			Facsimile	()		
E-Mail				Cell Number			
Special dietary requirements e.g. Halaal, Kosher, vegetarian etc							

2. REGISTRATION FEES			
Full Conference Package Fee Includes:		Day Conference Package Fee Includes:	
<ul style="list-style-type: none"> Entrance to the conference, exhibition, teas & lunches for 3 days. One ticket to the Cocktail Function on Wednesday, 4 March 2009. 		<ul style="list-style-type: none"> Entrance to the conference, exhibition, teas & lunches for one day of the conference. Delegate pack, including registration material. Cocktail party. 	
Early Bird Registration Fee:			
<ul style="list-style-type: none"> Please note that the Early Bird Fee payment deadline date stated below is strictly the date by which money should be reflected in our bank account and proof of payment must accompany your registration form. Should you register prior to the Early Bird deadline, but omit to pay before the deadline date, you will automatically be charged the higher registration fee. Payments made from outside of the borders of South Africa will be subject to a 10% fee to cover the banks forex and international transfer charges. 			
Registration Fee:			
<ul style="list-style-type: none"> Registration forms must be submitted by 20 February 2009 to guarantee a place at the conference and exhibition. All payments must be made by 27 February 2009. Payments made from outside of the borders of South Africa will be subject to a 10% fee to cover the banks forex and international transfer charges. 			
PACKAGES		Early Bird Registration Fee If paid <i>before</i> 15 December 2008	Registration Fees If paid <i>after</i> 15 December 2008
Full Conference Package (4, 5 & 6 March 2009) Fee		(R5 500.00 excl VAT) R6 270.00 including VAT	(R7 000.00 excl VAT) R7 980.00 including VAT
Day Delegate Package Fee	Day 1 04/03	(R3 200.00 excl VAT) R3 648.00 including VAT per day	
Do you require Parking Tickets for the days you will be attending the Conference?		Yes/No	No Cost
Registration Fee Total			

3. SOCIAL FUNCTIONS

Please confirm below if you will be attending the social functions that are included if you have taken a Full Conference Package as detailed above:

Function	Date	Yes, I <u>WILL</u> be attending the function	No, I will <u>NOT</u> be attending the function	
Cocktail Function	Wednesday, 4 March			
Conference Dinner at Moyo	Thursday, 5 March			
Social Function Bookings: Please indicate your requirements below, plus the details of the person attending the function/s.		Transport to the Conference Dinner: Bus transport between the CTICC and Moyo at Spier will be available at an addition charge. The buses will depart from 18h30 and return at intervals from 22h30. Please indicate your requirements below.		
Function	Date	Number of people attending	Cost per person	Total
Cocktail Function	Wednesday, 4 March		Cash bar	N/A
Conference Dinner at Moyo	Thursday, 5 March		(R300.00 excl VAT) R342.00 incl VAT	
Dinner Bus Transport from CTICC to Moyo return	Thursday, 5 March		(R120.00 excl VAT) R136.80 incl VAT	
Social Functions Total				

Accompanying person's details:

Title	Mr		Mrs		Ms		Other	
Surname	(Family Name)				First Name	(To appear on name badge)		
Special dietary requirements e.g. Halaal, Kosher, vegetarian etc								

4. CONFERENCE DAY TOUR - CAPE WINELANDS VISIT – Monday, 2 March 2009

- A visit of the Cape Winelands for the full day has been arranged as a networking opportunity for delegates arriving early in Cape Town will take place on Monday, 2 March 2009.
- Delegates will be invoiced directly by the Blue Planet Tours and payment may be made by bank deposit or credit card as per the details supplied on their invoice.
- The cost includes transport in luxury air-conditioned coaches, two wine tastings at two different wine estates and a picnic lunch at Boschendal Estate, sightseeing and a tour guide. Refreshments will be for your own account.

Description	Number of people attending	Cost per person	Total
Cape Winelands Visit		R685.00 incl VAT	

5. INDUSTRY VISIT - SALDANHA IRON ORE LINE VISIT – Tuesday, 3 March 2009

- A visit to the Saldanha Iron Ore Line will take place for the full day on Tuesday, 3 March 2009 and will include a light lunch and refreshments.
- Please note that bookings on the tour are limited and will be allocated of a first come first serve basis.
- Please make your booking below.

Description	Number of people attending	Cost per person	Total
Saldanha Iron Ore Line Visit		(R400.00 excl VAT) R456.00 incl VAT	
Saldanha Iron Ore Line Visit Total			

6. ACCOMMODATION BOOKINGS

- Due to the conference falling during Cape Town's peak season, accommodation is limited and we recommend that you book and make payment as per each hotel's terms and conditions to confirm your reservation and prevent the release of your booking.

- Special rates have been negotiated with a number of hotels for the duration of the exhibition and conference.
- Please visit www.railwaysandharbours.com and refer to the list of available hotels and indicate your preference in the section below and a reservation will be made on your behalf.
- Bookings should be made by 15 December 2008 to take advantage of the special rates. After this date, the rates may be subject to increases.
- Deposits and payments deadlines will be as per the selected hotel's terms and conditions.
- Delegates will be invoiced directly by the hotel and payment may be made by bank deposit or credit card.

Hotel					
Room Type:	Single - yes/no		Double - yes/no		Twin – yes/no
Room Rate:	Single		Double		Twin
Arrival Date			Departure Date		
Sharing with:	First Name			Surname	
Special requests					

7. FLIGHT REQUIREMENTS

- Blue Planet Tours will be able to assist you with your flight requirements to Cape Town.
- Please fill in your requirements below and a quote will be sent through to you.
- Delegates will be invoiced directly by the Blue Planet Tours and payment may be made by bank deposit or credit card.

Arrival Date		Departure Date	
Arrival time required		Departure time required	
Airport/city to depart from		Airport/city to return to	
Number of travellers		Business or economy class	
Hire car required		Airport transfers required	
Travellers first names	Travellers surnames		
1.			
2.			

8. AIRPORT TRANSFER REQUIREMENTS

- Should you require airport transfers, please fill in this section below.
- Costs and collection details will be based on your flight details and hotel location.
- Delegates will be invoiced directly by the hotel or transport company and payment may be made by bank deposit or credit card.

Arrival Transfer:	Yes		No		Departure Transfer:	Yes		No	
Hotel					Hotel				
Arrival Date					Departure Date				
International/local flight?					International/local flight?				
Flight No					Flight No				
Arrival Time					Departure Time				
Number of travellers					Number of travellers				

9. SIGHTSEEING DAY TOURS

- Should you wish to make the most of your visit to Cape Town, a number of Sightseeing Day Tours are available to delegates arriving early or to partners for the duration of the conference.
- Please refer to www.railwaysandharbours.com for the list of available Sightseeing Day Tours and indicate your preferences in the section below.
- Should you have any queries, please contact Lynne du Toit, Blue Planet Tours, Tel: +27 (0)21 424 8676, e-mail: lynned@blueplanet.co.za
- Delegates will be invoiced directly by the Blue Planet Tours and payment may be made by bank deposit or credit card.

Tour Option		Tour Date (1 st Choice)		Tour Date (2 nd Choice)	
Number of people		Tour time (1 st Choice)		Tour Time (2 nd Choice)	
First Names	Surnames				
1.					
2.					

10. PRE & POST CONFERENCE SIGHTSEEING TOURS

- Should you wish to make the most of your visit to Cape Town or South Africa, Lynne du Toit of Blue Planet Tours, will be able to assist you with a tailor made tour to your specific requirements, time constraints and budget.
- Please refer to the list of sample Pre and Post Conference Tours and indicate your preference in the section below or contact Lynne with your other requirements. Tel: +27 (0)21 424 8676, e-mail: lynned@blueplanet.co.za
- Delegates will be invoiced directly by the Blue Planet Tours and payment may be made by bank deposit or credit card.

Tour Number Option		Preferred Tour Dates	
Other requirements. (Please detail if there are any other places or cities that you are interested in visiting)			
First Names		Surnames	
1.			
2.			

11. SUMMARY OF COSTS PAYABLE DIRECTLY TO THE CONFERENCE

- Please complete this section based on your requirements as detailed in the completed sections above.
- Invoices for accommodation, airport transfers, flights, day tours etc will be issued by the supplier concerned.

SECTION	DESCRIPTION	AMOUNTS
2	Registration Fees Total	
3	Social Functions Total	
5	Industry Visit – Saldanha Iron Ore Line Total	
SUB TOTAL		
10% Banking Administration Fee (This fee is only applicable to payments made from beyond the borders of South Africa to cover banking transfer fees)		
TOTAL AMOUNT DUE		

12. DETAILS FOR INVOICING

Person/Company to be invoiced if different to Section 1					
Person responsible for payment					
Postal details if different to Section 1.					
City		Postal Code		Country	
Telephone	()	Facsimile	()		
E-Mail		VAT number			

13. METHODS OF PAYMENT

Please indicate your preferred method of payment below:															
Credit Card	Direct Deposit														
Credit Card Payments:	<ul style="list-style-type: none"> • Please visit the conference website and make use of the secure credit card payment system. • Please send proof of payment to rhconference@global.co.za or via Fax: +27 (0) 86 605 8135 														
Direct Deposits:	<ul style="list-style-type: none"> • Please make payments into the bank account detailed below: <table border="1" style="width: 100%;"> <tr> <td>Account Name</td> <td>Railways Africa</td> </tr> <tr> <td>Bank</td> <td>Standard Bank</td> </tr> <tr> <td>Account Number</td> <td>003349497</td> </tr> <tr> <td>Branch Name</td> <td>Braamfontein</td> </tr> <tr> <td>Branch Number</td> <td>004805</td> </tr> <tr> <td>Swift Code</td> <td>SBZAZAJJ</td> </tr> <tr> <td>Payment Reference</td> <td>Please use your Invoice Number or delegate's surname as a reference when making payment.</td> </tr> </table> <ul style="list-style-type: none"> • Please send proof of payment to rhconference@global.co.za or via Fax: +27 (0) 86 605 8135 	Account Name	Railways Africa	Bank	Standard Bank	Account Number	003349497	Branch Name	Braamfontein	Branch Number	004805	Swift Code	SBZAZAJJ	Payment Reference	Please use your Invoice Number or delegate's surname as a reference when making payment.
Account Name	Railways Africa														
Bank	Standard Bank														
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Payment Reference	Please use your Invoice Number or delegate's surname as a reference when making payment.														

14. CONFIRMATION, INVOICING & PAYMENTS

- Once this booking form has been received by the Conference Secretariat, the bookings and requirements will be processed.
- A detailed confirmation will be sent back to you, confirming all the bookings made on your behalf.
- A detailed invoice will be sent through to you based on your requirements.
- An invoice from your selected accommodation establishment, together with their terms and conditions and credit card form will also be sent through.

15. TERMS & CONDITIONS

The Railways and Harbours Conference and Exhibition, **their organising committee (referred to as the 'conference')** will do everything possible to ensure that your attendance at the various conference activities and functions will be as comfortable as possible. The conference, any members of the committee or its appointed agents or other sub contractors, act on the basis that they attend to the arrangements of the conference for the convenience of the conference delegates and their accompanying partners. They perform all the tasks on condition that the conference, any members of the committee or its appointed agents or other sub contractors, cannot be held responsible for any loss, damage, or inconvenience (however arising) experienced by the delegates of the conference or their accompanying partners, including while travelling to or from the conference: neither can they be held responsible of unforeseen partial or total cancellation of any of the events or tours or price increases made by suppliers.

Accommodation Terms and Conditions:

- The Terms and conditions related to each individual establishment will be provide on presentation of the invoice, unless otherwise requested by the delegate.
- Cancellation policies will be **as per each individual establishment's Terms and Conditions**.
- Once the invoice for accommodation has been send through to you, you must ensure that payment is **made as per the establishment's required deadlines. The conference and its appointed agents can not be held for the release of your reservation due to non payment by yourself.**

Registration Terms and Conditions:

- To qualify for the Early Bird Discounted Registration Fee, payment must be reflected in the conference bank account by 15 December 2008. Any registrations made prior to 15 December, but not paid for by this date will automatically revert to the full registration fee and an updated invoice will be supplied.
- Registrations should be made before 20 February 2009 and payments be made by 27 February 2009.
- No-shows will result in full fees being due.
- All cancellation must be received in writing. No telephonic cancellations will be accepted.
- If cancellations are received before 12 January 2009, a full refund will be issued less a 10% administration fee.
- If cancellations are received between 12 January and 20 February 2009, a 50% cancellation fee will be applicable.
- After 20 February 2009, there will be no refunds as all final numbers and payments would have been made to the venue and various suppliers.
- Registrations are transferable to delegates not yet registered.

I have read and accept the terms and conditions.

FULL NAME	SIGNATURE	DATE

Please fill in the appropriate sections and send to the Conference Secretariat via
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