

06 March 2018

Dear Contributor,

## SCIFEST AFRICA 2018: CONTRIBUTOR INFORMATION

Welcome to Scifest Africa 2018, the 22<sup>nd</sup> consecutive National Science Festival. The theme this year is "Innovation 4.0" with reference to the Fourth Industrial Revolution, which tributes technology advancement and transformation. We encourage our participating organisations to think artificial intelligence, 3D printing, nanotechnology, digital, quantum computing and the unlimited possibilities of emerging technology breakthroughs.

Thank you for volunteering your time to contribute to our ongoing efforts to delight, inform and challenge our audiences through the delivery of engaging and thought-provoking experiences in science.

### Standard Terms and Conditions: Participation / Attendance at Scifest Africa

#### 1. Registration for Scifest Africa 2018

The individual listed as the Company Representative on the Contributor Application Form has declared that they have the authority to register the Company listed on the Contributor Application Form for Scifest Africa 2018, to submit the information contained in all the forms required for application, and to bind the Company to the financial commitments required for application. The individual listed as the Company Representative on the Contributor Application Form also declared that they have read, understand, accept and agree to these Terms and Conditions of Participation in Scifest Africa 2018 on behalf of the Company listed on the Contributor Application Form and its employees, and that they have the authority to bind the Company to these Terms and Conditions of Participation.

In the event where the Head of Delegation representing the Company at Scifest Africa 2018 is not the same as the Company Representative on the Contributor Application Form, the Head of Delegation hereby agrees to abide by the information supplied. Financial commitments made, and Terms and Conditions of Participation in Scifest Africa 2018 are accepted by the Company Representative on behalf of the Company listed on the Contributor Application Form and its employees.

#### 2. On-site Registration

Upon arrival in Grahamstown, contributors are required to register at the Information Desk, Ground Floor, 1820 Settlers National Monument before proceeding to their venue or the Scifest Africa Office. Upon registration contributors will receive the following:

- Scifest Africa 2018 Official Programme
- Contributors Social Programme
- Invitations (Meet-and-Greet, Official Opening/Reception, Awards Dinner)
- Contributors Parking Disk
- Contributors Event Feedback Form
- Nametags (as per your Hospitality Form)
- Tablecloths (including additional tablecloths if required)
- Overlays (if requested)
- Caps (if requested)
- T-shirts (if requested)
- Mugs (if requested)

Contributors need to sign receipt of the registration pack, nametags, tablecloths, as well as the correct number of overlays, caps, t-shirts and mugs. Should the contributor require additional equipment, requests can be made with the Logistics Officer, Scifest Africa Office, Second Floor, 1820 Settlers National Monument. While Scifest Africa cannot guarantee that additional equipment can be provided, every effort will be made to assist the contributor.

Equipment requested by the contributor on the Venue Requirements Form e.g. chairs, tables, display boards, etc., will be at the contributors allocated exhibition venue. The onus lies with the contributor to check all equipment **BEFORE** reporting to the Scifest Africa Office. Couriered parcels, valuable equipment and other equipment requirements, e.g.

laptops, data projectors, television sets, etc. may be collected from the Logistics Officer. Please note that contributors will still be charged for equipment ordered even if this is not signed out from the Scifest Africa Office.

Scifest Africa does not supply exhibitions or workshops with additional extension cords, adaptors, special PC cables or audio equipment and thus requests that contributors bring this additional equipment.

Scifriends will be stationed at the Information Desk in the 1820 Settlers National Monument as well as at the Albany History Museum, Albany Science Museum and Water World with trolleys, should a contributor require assistance with offloading equipment. Scifest Africa will also allocate teams of Scifriends to assist contributors with loading equipment from 17h00 on Tuesday, 13 March 2018.

It is mandatory that all exhibitions are set up and ready to receive the public at 08h00 on Wednesday, 7 March 2018, in order for the Fire Department to check that exhibitions are safe and do not block fire escape routes and doors.

In the event that an exhibition is not set-up by the time and date stipulated above, the exhibition space will be allocated to an organization on the waiting list.

### **3. Payment**

Contributors who have not yet paid for registration, additional space, additional equipment and promotional items, must do so with the Finance Officer, Finance Department, First Floor, 1820 Settlers National Monument as soon as possible after registration. Registration packs, promotional items and equipment will not be released, and contributors will not be allowed to set-up, until payment has been received.

### **4. Scifest Africa 2018 Programme**

Contributors are expected to be familiar with the date/s, time/s and venue/s of event/s to which the contributor has been assigned upon arrival in Grahamstown and on receipt of the printed programme.

### **5. Exhibitions**

It is mandatory that all exhibitions at Scifest Africa should be interactive, i.e. contain a hands-on aspect. Blind and visually-impaired visitors do attend the festival, which makes tactile components at your exhibition all the more important.

Scifest Africa reserves the right to ask contributors presenting non-interactive exhibitions, i.e. exhibitions that contain banners and publicity material only, unmanned exhibitions, or exhibitions that are unsafe or block fire escapes, to upgrade or remove their exhibitions.

Exhibitions must be manned from 09h00-17h00 from 7-13 March 2018.

Exhibitors may not pack-up exhibitions before 15h00 on Tuesday, 13 March 2018 as we still receive members of the public before the final lecture at 15h00 on the day.

### **6. Workshops**

All workshops must be set up and ready to receive the public no later than five minutes before the start time of the workshop.

In the event that a workshop is cancelled due to the late arrival or non-arrival of the facilitator, for whatever reason, the Contributor will be liable for 10% of the total ticket sales for the workshop/s in question.

Workshops must end at the end time stated in the Official Programme to ensure that events scheduled in the same venue after the workshop do not start late.

Scifest Africa is always eager to receive feedback from our visitors about the events they have attended at the festival. This helps us compile a quality programme and visitor statistics that will ensure our festival programme remains relevant and assists us to secure sponsorship in future. Workshop presenters are kindly requested to ensure that the Scifest Africa offices receive a notification should an organisation request evaluation forms. The administration of evaluation forms during workshops is solely dependent on the presenting organisation's representatives.

## 7. Contributors Lounge

Contributors at the 1820 Settlers National Monument will have access to the Contributor's Lounge, First Floor between 09h00-17h00 from 7-13 March 2017. Coffee/Tea and water will be in the lounge and Contributors will be required to produce their nametags when making use of this hospitality service.

Contributors at the Albany History Museum and Albany Science Museum will be requested to also make use of the Contributor's Lounge at the 1820 Settlers National Monument, while contributors at Water World will have access to the kitchen on Ground Floor, SAIAB.

Contributors are requested not to invite Scifriends into the facilities.

## 8. Contributors Lunch

Lunches are available from Grooming 2010 Catering Services and are not administered by Scifest Africa. Pre-booked lunches will be served in the Inner Restaurant, First Floor, 1820 Settlers National Monument between 12h00-14h00. We kindly request that half of your team eats from 12h00-13h00, and the other half from 13h00-14h00 in order to prevent unmanned exhibitions.

## 9. Social Events

Contributors are cordially invited to join the Scifest Africa team at two social events scheduled especially for contributors to get to know the organisers, and other contributors at Scifest Africa 2018.

A copy of the invitations for the a) Contributors Meet-and-Greet and b) Scifest Africa 2018 Awards Dinner will be included in the registration pack. Contributors will be allowed entry upon presentation of their invitation and nametags. Each delegation is therefore requested to arrive at functions together.

## 10. Official Opening

All contributors are invited to the Official Opening Ceremony of Scifest Africa 2018. Please draw your complimentary tickets for the Official Opening Ceremony from the Ticket Office before the ceremony. Space at the Official Opening Reception is limited and each organisation is restricted to the number of representatives indicated on the e-mail invitation. Entry to the Official Opening Reception is upon presentation of the invitation and nametags only. Each delegation is therefore requested to arrive at functions together.

Please note that the venue for the Official Opening Reception will be the Monument Restaurant.

## 11. Nametags

The Scifest Africa 2018 nametag allows contributors free entry into lectures and all events in the Guy Butler Theatre subject to seat availability. Please note that contributors must however draw a complimentary ticket for the event and that tickets will be issued on a first-come-first-served basis. Tickets are available from the Ticket Office Manager at the Scifest Africa Ticket Office, Ground Floor, 1820 Settlers National Monument. No entry will be permitted without a ticket.

Contributors who require additional nametags, or names on nametags to be corrected, may request these from Administration, Scifest Africa Office, Second Floor, 1820 Settlers National Monument. No additional nametags, or nametags to be corrected as a result of error by the Contributor, will be released without payment being received. Payment can be made at the Finance Office, First Floor, 1820 Settlers National Monument. Please note that the turn-around time for new nametags is 24 hours.

## 12. Parking

Each delegation based at the 1820 Settlers National Monument will receive a parking disk for the Contributor's Parking area adjacent to the main entrance of the building. Loading bay and disabled bay access discs are available from the Information Desk at the 1820 Settlers National Monument. Disabled bays, bays reserved for emergency/service vehicles or VIP vehicles are not to be used unless required. No contributors or any other personnel are permitted to park outside the entrance of the Monument, from the morning of the first day of the festival until the end of the festival. Parking for the Albany History Museum, Albany Science Museum and Water World is available in front of the respective buildings.

### 13. Security

Security personnel will be on duty 24 hours for the duration of the festival, but contributors are cautioned **NOT** to leave handbags, mobile telephones, other personal belongings or valuable equipment in plain sight or unattended, especially on the last day of the festival when theft has appeared to be more prevalent. Valuable equipment may be locked in the Scifest Africa storerooms after 17h00 each day.

### 14. Scifriends

Scifriends are not employed to man contributor exhibitions, conduct workshops or run events. If a contributor has requested or been appointed a Scifriend, then their role is to assist contributors with the exhibition, workshop or event. Scifest Africa requests that contributors assist the Scifriend in understanding the exhibition, workshop or event. Each Scifriend has an important function whether it be assisting, translating for, or helping groups of learners understand. We ask that contributors make them feel like a part of your team.

### 15. First Aid

Trained first aid personnel will be stationed in the First Aid Room, Ground Floor, 1820 Settlers National Monument (adjacent to the Art Gallery), while Venue Managers at the Albany Science Museum and Water World have access to first aid kits.

### 16. Freebies

Contributors are allowed to display corporate branding, but it is mandatory that **ABSOLUTELY NO FREEBIES** be handed out at Scifest Africa, as in the past eager crowds created major congestion/disruption in the venues. Promotional material may be distributed in teacher's packs or as prizes. Corporate branding should not cover that of the Festival or any sponsors, and may not infringe on the space of another contributor.

### 17. Participation in Etcetera Events

Contributors willing to participate in a number of the Etcetera Programme events, e.g. Speed-Date-a-Scientist are encouraged to sign-up with our Etcetera Coordinator at the Scifest Africa Office.

### 18. Gifts and Prizes

Scifest Africa is accepting of any contributions to the Scifest Africa prizes for competitions at Scifest Africa. If contributors wish to be a "Scifest Santa", then all prizes should be handed to the Etcetera Coordinator at the Scifest Africa Office. Scifest Africa will ensure that the donations are delivered into deserving and grateful hands.

### 19. Awards

Scifest Africa will present a number of Exhibition and Workshop awards at the Awards Dinner on Tuesday, 13 March 2018. Exhibitions and workshops will be judged by a panel consisting of visitors, educators, other contributors, and members of the Scifest Africa Advisory Committee.

#### 19.1 Judging Criteria: Exhibitions

##### Team Engagement

- Facilitated at all times
- Facilitator/s welcoming, friendly and able to engage visitors
- Facilitator's ability to match knowledge level of visitor
- Facilitator's ability to translate scientific/technical information into non-specialist terms and make the science communicated relevant to everyday lives of visitor
- Relevance/strength of take home messages

##### Information

- Thought-provoking
- Developmental

- Detail layering

Appeal

- Interactive component
- Use of colour and graphics
- Tidiness

19.2 Workshop Categories

Curriculum  
Presentation  
Outreach  
Researcher/Research Institution

**20. Children’s Rights**

Contributors are required to be familiar with children’s rights as set out in the Bill of Rights as well as the Children’s Act 38 of 2005. Any contravention of the Bill or Act at Scifest Africa 2018 is punishable by law.

**21. Indemnification**

The contributor shall indemnify, hold harmless Scifest Africa, director and employees against all claims, liabilities, damages, losses incurred during the Festival.

**22. Queries and Ideas**

All queries should be directed to the Scifest Africa Manager or Logistics Officer through the Administrative Officer at the Scifest Africa Office, Second Floor, 1820 Settlers National Monument.

Any comments, complaints, suggestions, or ideas for future Scifest Africa festivals may be placed in the Ideas Box provided at the Information Desk, 1820 Settlers National Monument or Reception, Water World (SAIAB)

**23. Acceptance of Terms and Conditions**

Read and accepted by Head of Delegation:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name