

Terms and Conditions for Participation

1. Registration

The individual listed as the Company Representative on the Contributor Application Form declares that they have the authority to register the Company listed on the Contributor Application Form for Scifest Africa 2022, 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 declares that they have read, understand, accept and agree to these Terms and Conditions of Participation in Scifest Africa 2022 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.

Submission of a Contributor Application Form does not guarantee inclusion in the Scifest Africa 2022 Official Programme. Applicants that have not been accepted for inclusion in the Official Programme will have their application fee reimbursed.

2. Payment

Contributors will not be allowed to setup, and no registration packs, nametags, additional equipment or promotional items will be released, until full payment has been received by Scifest Africa.

Payment deadlines are as follows:

20 June 2022	Payment: Exhibition and/or Workshop Fee Payment: Advertising
30 June 2022	Payment: Additional Space and Equipment Payment: Promotional Gear

Payment can be made via EFT to the following bank account:

Bank:	Standard Bank
Branch Code:	050917 (Grahamstown)
Account Name:	Grahamstown Foundation
Account Number:	081 996 071
Account Type:	Current Account

Please use the company name as reference for all payments and e-mail a copy of the proof of payment to [priscilla.bufe\[at\]foundation.org.za](mailto:priscilla.bufe[at]foundation.org.za) or send it to us via facsimile on 086 615 5425.

3. Cancellation Fees

Cancellations must be submitted in writing to the Manager: Scifest Africa at manager@scifest.org.za.

Cancellations by an organisation for whatever reason after 31 May 2022 will incur a 100% cancellation fee calculated as follows:

Programme Advertising:	Cost of full price of the advertisement.
Exhibitions:	Cost of full price of the exhibition registration fee, additional space requested, and additional exhibition equipment and promotional items ordered.
Workshops:	Cost of full price of the workshop registration fee, promotional items ordered, and 20% of total ticket sales for the relevant workshop/s as at day of cancellation.

4. Arrival

Upon arrival in Grahamstown, contributors are required to register at the Contributor Registration Desk, Ground Floor, 1820 Settlers National Monument before proceeding to their venue or the Scifest Africa Office.

Contributors must sign receipt of their registration pack and nametags, as well as the correct number of tablecloths, overlays, caps, mugs and t-shirts, at the Contributor Registration Desk.

Contributors are expected to be familiar with the date/s, time/s and venue/s of events to which they been assigned upon arrival in Grahamstown and on receipt of the Official Programme.

5. Equipment and Promotional Items

Contributors who require additional nametags, or 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.

Contributors who require additional equipment or promotional material may request these from the Festival Officer, Scifest Africa Office, Second Floor, 1820 Settlers National Monument. While Scifest Africa cannot guarantee that additional equipment or promotional items can be provided, every effort will be made to assist in this regard.

Equipment requested by exhibitors will be at the allocated exhibition venue. Equipment requested by workshop presenters will be at the allocated workshop venue, with the exception of data projectors, which will be installed in the venue by 08h30 each morning of the festival. The onus lies with the Contributor to check all equipment before reporting any outstanding equipment, or submitting a request for additional equipment, to the Festival Officer.

AV equipment e.g. laptops, data projectors, television sets, etc. and couriered parcels must be collected and signed out from the Stores Manager. Please note that contributors will still be charged for equipment ordered even if this is not signed out from the Stores Manager.

Scifest Africa does not supply contributors with laptops, additional extension cords, adaptors, special PC cables or audio equipment and contributors are requested to bring their own.

6. Setup, Facilitation and Strike

6.1 Exhibitions

All exhibitions must be set up and ready to receive the public at 08h30 on 7 September 2022.

In the event that an exhibition is not set-up by the time and date stipulated above, the exhibition space will be reallocated at the discretion of Scifest Africa.

Exhibitions must be manned from 09h00-17h00 from 7-13 September 2022.

Applications for exhibitions to be hosted for a time period less than the full duration of Scifest Africa 2022 will no longer be accepted, as this results in the loss of the service offering and compromises the quality of the festival.

Contributors may not strike their exhibitions until 16h30 on 13 September 2022, and contributors must still be available to receive the public until 17h00 on 13 September 2022.

All exhibitions at Scifest Africa 2022 must be interactive, i.e. contain a hands-on component.

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

6.2 Workshops

The final capacity for workshops will depend on availability of venues and the maximum venue capacity determined by the Fire Department.

Contributors who wish for the ticket price for their workshop/s to be waived are responsible for securing sponsorship to cover the ticket price payable to Scifest Africa. Payment of the sponsorship to Scifest Africa is due no later than 8 December 2017, and no tickets will be booked or issued if payment is not received. Additional costs will only be added should the workshop include kits or components to be retained by participants.

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

All workshops at Scifest Africa 2022 must be interactive, i.e. include a hands-on activity. Scifest Africa reserves the right to place workshops that are not interactive, i.e. a presentation only with no hands-on activity, on the Talkshop programme.

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 20% of the total ticket sales for the workshop/s in question.

Workshop presenters are required to distribute Scifest Africa evaluation forms at the start of each workshop for completion by participants at the end of the workshop.

Workshops must finish 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.

7. Branding

No branded promotional items or 'freebies' of any kind may be handed out at exhibitions, as this causes major congestion and disruption in the venues. Promotional items may be distributed in workshops or in educator's packs distributed by Scifest Africa, or as prizes at official Scifest Africa 2022 events.

No branding may cover that of the festival or any sponsors, and may not infringe on the space of another contributor, or any safety & fire detection, protection and evacuation signage.

8. Contributors Lounge

Contributors are required to produce their nametags for access to the Contributors Lounge at the 1820 Settlers National Monument, the Albany Museum and SAIAB. Contributors will not invite Scifriends into these facilities.

9. Social Events

A copy of the invitations for the a) Contributors Meet-and-Greet and b) Scifest Africa 2022 Awards Function will be included in the registration pack. Contributors are required to produce their invitations and nametags for entry into these events. Each delegation is therefore requested to arrive at events together. Contributors will not invite Scifriends to these events. Complementary soft drinks will be offered at these events, however, alcoholic beverages will be available on a cash bar basis.

10. Official Opening

All contributors are invited to attend the official opening ceremony of Scifest Africa 2022. Please draw your complimentary tickets for the ceremony from the Ticket Office before the event. Contributors are required to produce their nametags for entry into the official opening.

Space at the official opening reception is limited and each organisation is restricted to the number of representatives indicated on the e-mail invitation. Contributors are required to produce their invitations and nametags for entry into the reception. Each delegation is therefore requested to arrive together. Contributors will not invite Scifriends to this event.

11. Complimentary Tickets

The Scifest Africa 2022 nametag allows contributors free entry into lectures subject to seat availability. Contributors must however draw a complimentary ticket for the lecture, and tickets will be issued on a first-come-first-served basis. Tickets are available from the Ticket Office Manager, Scifest Africa Ticket Office, Ground Floor, 1820 Settlers National Monument. No entry into lectures will be permitted without a ticket.

12. 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 is more prevalent. Valuable equipment may be locked in the Scifest Africa storerooms after 17h00 each day.

13. Scifriends

Scifriends are not employed to man exhibitions, facilitate workshops or run events. If a Contributor has requested or been appointed a Scifriend, the role of the Scifriend is to assist the Contributor with their exhibition, workshop or event.

14. 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 2022 is punishable by law.

15. Disclaimer

Persons who attend Scifest Africa 2022 and/or participate in any of its events, do so at their own risk, and the Grahamstown Foundation, its Council, staff, sponsors, or the Scifest Africa Advisory Committee disclaim liability for any damage, loss, or injury they may suffer.