



EXHIBITORS APPLICATION FORM FOR SCECSAL CONFERENCE 2008
 Application and Contract for Stand Space- SCECSAL XVIII Conference

Name of company/organization:	
Contact person:	
Address:	
Telephone:	
Fax:	
E-mail:	
City:	Country:

Cost: Full Standard Stand Construction (9sqm) **US\$450.00**
 The standard stand includes: white wall on one side, 1 table with 2 chairs, one socket outlet

Terms of payment

Applications must be accompanied by 100% payment of the total space rental. The exhibition fees must be paid **by 30th May 2008**. All payments should be made by SWIFT transfer via the following US Correspondent Bank:

Name of Bank : **AMERICAN EXPRESS BANK, NEW YORK**
 FED Routing : **124071889**
 SWIFT Code : **AEIBUS33**

Into the following account:

Account Name : **ZAMBIA LIBRARY ASSOCIATION (SCECSAL)**
 Name of bank : **INDO-ZAMBIA BANK LTD, LUSAKA**
 Branch : **NORTHEND BRANCH**
 Account Number : **5019205004**
 SWIFT Code : **INZAZMLX**
 UID : **419915**

Booking

All prospective exhibitors are advised to book early for their exhibitions. Booking and payment details should be received not later than May 30th, 2008. Such application must be addressed to the SCECSAL Secretariat. Exhibitors are advised to book early to avoid disappointment. The exhibition space is very limited and will only accommodate a maximum of 24 local and international exhibitors.

Cancellation Policy

All cancellations must be made in writing to the SCECSAL Secretariat. Cancellations will only be allowed if made before 15th June, and will be subject to forfeiture of 75% of registration fees. Cancellations done after 15th June will be subject to no refunds as payments for the booking of the halls as well as other logistics will already have been made.

Return this form after making a payment through a transfer before **30th May 2008** to:

Mrs Mutinta Mweemba Nabuyanda
Secretary
Tel+260966438396 or Fax: +260211250845 and +260211227213
Email: bgptinta@yahoo.com

Signature of this Application and Contract for Stand Space

Signature of Applicant: _____

Name of Signatory (Print): _____

Capacity of Signatory (Print): _____

Date: _____