

East London International Convention Centre

13 - 16 MAY 2026

NASA



CONGRESS OF THE NEUROLOGICAL ASSOCIATION OF SOUTH AFRICA

EXHIBITORS MANUAL

Dear Exhibitor,

We are pleased to present the following very important information regarding your exhibition stand/s at NASA Congress, taking place at the East London International Convention Center.

Congress Website: <https://nasacongresses.co.za/>

Please find below important information for your participation and planning thereof:

EXHIBITION AND EXHIBITOR BUILD UP

Tuesday	12 th May	06h00 – 23h00	<u>Stand Structure Contractors only</u>
Wednesday	13 th May	06h00 – 14h00	<u>Stand Structure Contractors only</u>
Wednesday	13 th May	14h30 – 17h00	Table exhibitors set up, Exhibitor access

Thank you to the following trade sponsors for your valued participation and contribution to the congress,

Exhibitor	Stand
Abbvie	21,22
Acino	28
Activo Health	34
Adcock Ingram	13
Angels & Fast Heroes	16, 17
Aspen Pharmacare	33
AstraZeneca	23
Austell Pharmaceuticals	6
Cipla	26
Dr Reddy's	31
Eisai Pharmaceuticals	5
Equity Pharma	7
Gen-Eye	4
Macleods Pharmaceuticals	20

Exhibitor	Stand
Merck	1,2
Novartis	14,15
Pharmaco	8
Roche	18,19,24,25
SANBS	9
Sanofi	3
Sun Pharma	29,30
Viatrix	16 - back
Zydus	27

All exhibitors are to be set up by 16h30 on 13th May for the congress registrations open at 17h00

TABLE EXHIBITOR SET UP

Wednesday 13th May 13h00 – 16h30 Table exhibitors set up

All tables must be fully assembled and tidied by 16h30

You are provided with a table; chairs and one 15 amp plug point. Your space is suitable for two pull-up banners only.

Table Exhibitor	Table Allocation
Angiomed	10
CeGat GmbH	2
Ecomed	9
Lancet	11
NASA / Healthman	5,6
NBI	3
Pfizer	1
SA Neuro	12
Safeline	8
SSEM	4
Umsebe Healthcare	7

BREAKDOWN

Saturday 16th May 10h00 – 11h00 Exhibitors to exit the hall
Saturday 16th May 11h00 – 23h00 Exhibition contractors breakdown

TRADE MEET AND GREET, Wednesday 13th May

17h00 – 18h00: Exhibition Hall

The organizing committee requests your assistance with the sponsorship of beverages at the cocktail function. The cocktail function will take place inside the exhibition areas from 17:00. You may serve alcoholic and non-alcoholic drinks from your stand. The ELICC will deliver your drinks ordered to your stand, including glasses, ice, etc.

Please place your orders directly with Cindy at cindy.h@elicc.co.za or Tel: +27 43 709 5204/5010

Payments to be arranged with the venue directly and may be required prior to the function.

OFFICIAL OPENING AND WELCOME DINNER, Wednesday 13th May

18h00 – 21h00: Conference Room 1

All trade members are welcome to attend, there is no additional cost, however, RSVP is essential for catering purposes.

Kindly ensure that you have notified us of your attendance via the trade registration link:

<https://nasacongresses.co.za/trade-registration/>

Opening Entertainment: Musical by Fort Hare Choir

Should you not have confirmed attendance at this function, you will not be able to attend.

CONGRESS GALA DINNER, Friday 15th May

19h00 - Conference Room 1

Attendance at the Gala dinner is an additional cost of R 500.00 per person including vat

RSVP is essential, kindly advise your attendance via the trade registration form or to natalie@londocor.co.za

Dress code: Smart Casual

Entertainment: Swing City

Should you not have confirmed attendance at this function, you will not be able to attend.

TRADE REGISTRATION - <https://nasacongresses.co.za/trade-registration/>

Exhibitors will receive:

- **2 x free trade registrations** per single stand including daily lunches and teas. Additional trade registration fees will be applicable. Please refer to the registration form.

Table exhibitors will be provided with a table, one chair and an electrical plug point (15 amp).

In addition, table exhibitors will receive:

- **1 x free trade registration** including daily lunches and teas. Additional trade registration fees will be applicable. Please refer to the registration form.

SCIENTIFIC PROGRAMME

Please find the scientific programme attached for your convenience.

Alternatively, you can access this at <https://nasacongresses.co.za/programme/>

FLOOR PLAN

Attached please find herewith the final floorplan

EXHIBITION

The exhibition will take place in the Exhibition Centre, located on the ground floor.

This is a compulsory shell scheme exhibition unless you are a table exhibitor.

All refreshment breaks and luncheons will be served inside the exhibition hall from Thursday 14th May – Friday 15th May

Arrival and morning tea break will be served on Saturday 16th May only within the exhibition hall prior to breakdown

STAND DIMENSIONS, ONSITE CONTRACTOR AND ELECTRICAL REQUIREMENTS

All stands measure **3m x 3m**

Peri Expo is the primary supplier of these structures

Additional electrical requirements such as dedicated DB Boards or additional furniture items, please contact:

Nick – nick@peri-expo.co.za or Cell: 061 745 7594

Laura – laura@peri-expo.co.za

STORAGE & SECURITY

Security on your Stand:

Please note that exhibitors are responsible for items on their stand, i.e. equipment. To ensure dedicated security to the stand, exhibitors may order stand security. The ELICC, LOC or Organisers will not be held responsible for exhibitors' belongings.

Special Insurance:

Exhibitors must take out insurance for equipment in the exhibition area as all equipment is placed in the exhibition areas at the risk of the exhibitors and NOT the ELICC, LOC or Organisers

Storage:

Limited storage for promotional material has been arranged with ELICC and this will be available in Conference Room 4.

Any items left after **Monday 18th May**, will be discarded. Items are stored at your own risk; neither the ELICC, LOC or Organisers will be held responsible for loss or damage.

CONTACT DETAILS & DELIVERY ADDRESS TO THE EAST LONDON CONVENTION CENTRE

The Exhibitor is responsible for ensuring that the Courier Company makes appropriate arrangements and provides adequate LABOUR for the delivery. Please note that no deliveries will be accepted before **11th May**

Please ensure that your boxes are clearly marked with the following details:

NASA CONGRESS 2025

Exhibitors Name

Att: [Cindy Hunter](#)

East London Convention Centre

22 Esplanade Street

Quigney,

KuGompo City, 5201

Please print the name of your COMPANY and STAND NUMBER clearly on each box!

No deliveries will be accepted before Monday 11th May

CATERING AT YOUR STAND

Please note that restrictions apply for any food or beverages being brought into the ELICC

You can place beverage and food orders for your stand from the venue, should you have a third-party supplier at your stand for beverages and snack items, kindly ensure that this has been pre-authorized

Attached please find the wine and beverage list from the venue– please place your orders directly with Cindy –

cindy.h@elicc.co.za Pre-payment will be required before orders can be confirmed.

All Alcohol where required is to be ordered with the venue.

Should you have any third-party catering (e.g. Bar Motion) please ensure the approval is received from the venue directly.

VISIT-A-STAND COMPETITION

ALL COMPANIES WILL AUTOMATICALLY BE INCLUDED IN THE VISIT-A-STAND COMPETITION AT NO ADDITIONAL COST!

Your company name will appear on the competition form.

Delegates will receive the visit-a-stand competition form in the congress bag.

Delegates must receive a stamp or signature from each company to qualify for the lucky draw.

ON-SITE ASSISTANCE AT THE CONGRESS

The congress organisers (Londocor Event Management) will be on duty for the duration of the congress.

Please do not hesitate to contact them for any information or assistance.

[Kea Smit](#) – *Senior Project Manager*

Cell: + 27 82 290 3407

[Kim Raats](#) – *Registrations Manager*

Cell: +27 84 551 1411

[Elize Kloosterziel](#) – *Abstracts Manager*

Cell: +27 79 979 9379

[Natalie Kreusch](#) – *Trade and Exhibition Manager*

Cell: 084 500 0784



LONDOCOR
EVENT MANAGEMENT

FIRE REGULATIONS

No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.

No solid ceilings may be used without prior permission. No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted.

Fire escapes are located throughout the venue and are demarcated with signage.

RULES AND REGULATIONS

- Valuables and personal belongings are stored or left unattended at your own risk. The organisers and/or EAST LONDON CONVENTION CENTRE will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.
- All stands must adhere to the basic fire and safety requirements i.e. do not set up in front of emergency exits. If flammable substances or equipment is installed the exhibition stand must have a fire extinguisher. Hessian, thatch and straw are regarded as major fire hazards and event organizers planning to use these as part of their display at the EAST LONDON CONVENTION CENTRE will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not encounter electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.
NB: please note that it is the duty of the EAST LONDON CONVENTION CENTRE management to ensure, by testing, that the products are suitably treated.
- Prior written permission is required from the EAST LONDON CONVENTION CENTRE management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the EAST LONDON CONVENTION CENTRE.
- Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by the EAST LONDON CONVENTION CENTRE management.
- Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the EAST LONDON CONVENTION CENTRE for authorization 30 days prior to the event, to comply with legal/safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the EAST LONDON CONVENTION CENTRE for approval at least 30 days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.
- No firearms are allowed on the premises.
- The EAST LONDON CONVENTION CENTRE will indicate all refuse areas where bins are placed. Please ensure that all wastage and/or debris is thrown away in these areas (during build up and breakdown). This will assist the EAST LONDON CONVENTION CENTRE with the cleaning up procedure.
- Please ensure that all your stand equipment is kept on your stand during build up and breakdown to ensure that a clear passage is kept open for the EAST LONDON CONVENTION CENTRE staff / serving stations / trolleys etc. Please DO NOT dump your un-built stand on other stands as this causes delays in the buildup and breakdown procedures. The Conference Organisers / EAST LONDON CONVENTION CENTRE staff reserves the right to request that stand equipment etc be moved or removed.
- All stands will be demarcated and labelled accordingly.
- Build up and breakdown times MUST BE ADHERED TO as limited time has been allocated to the EAST LONDON CONVENTION CENTRE for clean up and set up for registration. NO EXCEPTIONS WILL BE MADE FOR ANY COMPANY. No fixing, drilling, painting etc may take place during conference times.
- Damages will be charged for accordingly. Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the EAST LONDON CONVENTION CENTRE property will be charged with the replacement value of such items. The EAST LONDON CONVENTION CENTRE appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the marshalling yard for this purpose

- It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the EAST LONDON CONVENTION CENTRE. EAST LONDON CONVENTION CENTRE security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of EAST LONDON CONVENTION CENTRE and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above. It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred EAST LONDON CONVENTION CENTRE security service provider. The EAST LONDON CONVENTION CENTRE recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.
- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the EAST LONDON CONVENTION CENTRE Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

LIABILITIES & INSURANCE

Neither the EAST LONDON CONVENTION CENTRE, Londocor nor the Organising Committee accept any liability for death, injury, any loss, cost of expense suffered or incurred by any person if such loss is caused or results from the act, default or omission by any person. Neither the EAST LONDON CONVENTION CENTRE, Londocor nor the Organising Committee accept any liability for losses arising from the provision or non-provision of services provided by local companies or transport operators. Neither the EAST LONDON CONVENTION CENTRE, Londocor nor the Organising Committee accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disaster, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by exhibitors / delegates and/or partners in connection with the congress, industrial dispute, governmental action, regulations or technical problems which may affect the services provided in connection with the congress.

We look forward to seeing you at the congress

