BUSINESS EVENTS SUPPORT APPLICATION

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| --- | --- |
| **EVENT DETAILS**  |  |
| **Event Name (type out name in full)** |  |
| **Proposed Dates** |  |
| **Number of Days** |  |
| **Number of Delegates** |  |
| **Number of Nights**  |  |
| **Number of Delegates Checking-In** |  |
| **Event Status** |

|  |  |
| --- | --- |
|  | Please tick all that are relevant |
| Confirmed Event  |  |
| New enquiry – Request for Quotation for venue booking |  |

Please provide a background information on the history of this event.

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| **Type of Event** |

|  |  |
| --- | --- |
|  | Please tick all that are relevant |
| Conference  |  |
| Congress |  |
| Meeting  |  |
| Expo / Exhibition – Business to Business |  |
| Incentive Group  |  |
| Workshop |  |

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| **Audience Profile** |

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| --- | --- |
|  | Please tick all that are relevant |
| South African Only |  |
| African / Regional |  |

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| **CLIENT DETAILS** |  |
| **Event Owner** |

|  |  |
| --- | --- |
|  | Please tick all that are relevant |
| University |  |
| Association – Local |  |
| Corporate – Local |  |
| Third Party (PCO/DMC/etc)  |  |
| Other (Please specify) |  |

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| **Event Owner Name** **(Organization / Institution / Corporate)** |  |
| **Client Contact Name and Surname** |  |
| **Client Title and Designation**  |  |
| **Client Contact Details**  |

|  |  |
| --- | --- |
| Landline |  |
| Mobile |  |
| Email |  |
| Website |  |

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| **Organization or Company Name** **(Third Party – PCO / DMC etc.)** |  |
| **Point of Contact Name and Surname** |  |
| **Point of Contact Title and Designation** |  |
| **Point of Contact Details** |

|  |  |
| --- | --- |
| Landline |  |
| Mobile |  |
| Email |  |
| Website |  |

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| **EVALUATION CRITERIA** |  |
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|  | **Yes** | **No**  |
| **ROTATION** |  |  |
| A minimum of 20 in-person delegates (small event), |  |  |
| A minimum of 50 in-person delegates (medium event), |  |  |
| Business Event should be a minimum of two days of event |  |  |
| Business Events should have a minimum of a one night stay for a minimum of 50% of your projected delegates numbers, |  |  |
| Business Event must commence in 2022 / 2023, |  |  |
| Does the Business Event shoulder a weekend (start on Monday or end on a Friday), |  |  |
| Proof of venue hire and/or accommodation enquiry/reservation from the venue/accommodation establishment must be presented with the application |  |  |
| **SECTOR INTEGRATION (for data collection purposes)** |  |  |
| Is planned event aligned to any other Wesgro unit: |  |  |
| * Trade
 |  |  |
| * Investment
 |  |  |
| * Film
 |  |  |
| * Tourism
 |  |  |
| * Air Access
 |  |  |
| Is planned event aligned to any of the Western Cape’s economic priority sectors?  |  |  |
| * Medical and Pharma
 |  |  |
| * Engineering
 |  |  |
| * Agri-processing
 |  |  |
| * Manufacturing
 |  |  |
| * Renewable Energy
 |  |  |
| * Oceans Economy
 |  |  |
| * BPO, ICT & Technology
 |  |  |
| * Creative Industries
 |  |  |
| * Energy – Green Economy
 |  |  |
| * Education
 |  |  |

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| **OTHER INFORMATION** |  |
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| --- | --- | --- |
|  | **Yes** | **No**  |
| Is a booking quotation or confirmation available and attached?  |  |  |
| Is the applicant registered on the Central supplier database? If yes, please send us a copy of your valid certificate?  |  |  |
| Do you have a valid BEE clearance certificate?If yes, please send us a copy of your valid certificate?  |  |  |
| Do you have a valid Tax clearance certificate?If yes, please send us a copy of your valid certificate?  |  |  |
| **Have you received funding from Wesgro Unit?** |  |  |
| **Have you applied or received funding from the South African National Convention Bureau (SANCB) / South African Tourism?** |  |  |

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***N.B Please note that funding needs to be applied for no later than 1 month before the event commences.***