



EXHIBITION INVITATION LETTER

COMENSA 20th Anniversary Africa Conference
16–17 April 2026 | Birchwood Hotel, Johannesburg

Dear Exhibitor,

It is with great excitement that we invite you to partner with us as an **Exhibitor** at the **20th Anniversary Africa Global Conference**, hosted by COMENSA on **16–17 April 2026** at the **Birchwood Hotel, Johannesburg**.

This landmark two-day event marks a powerful milestone in our journey as Africa's leading professional body for coaching, mentoring, and supervision. The conference will bring together a dynamic network of **coaches, mentors, supervisors, researchers, corporates, government stakeholders, and private sector leaders** from across the continent.

The programme features **world-class keynote presentations, professional development sessions, an interactive exhibition**, and will culminate in a **prestigious Gala Dinner and Awards Ceremony** — celebrating 20 years of excellence, impact, and innovation in our profession.

We are proud to offer your organisation the opportunity to **showcase your brand, build meaningful connections**, and **gain visibility** among a diverse and influential audience.

Exhibition Space Options:

Space Type	Size	Price	Includes
Small	3 x 3 m	R 5 000	One table and chair
Medium	3 x 5 m	R10 000	Three tables and chairs
Large	5 x 5 m	R15 000	Five tables and chairs

Branding and décor of your allocated space will be at your discretion.

Important Information

- **Ownership:** COMENSA retains overall ownership of the Africa Conference brand. Exhibitors retain ownership and responsibility for their own brands.
 - **Communication:** All communication with the Birchwood Hotel and related service providers will be managed by COMENSA.
 - **Catering:** Complimentary tea/coffee and light snacks will be available. Additional meals can be purchased from the venue restaurant.
 - **Signage:** General event signage will be provided by COMENSA. Exhibitors may not display signage outside the designated exhibition area.
 - **Photography & Media:** COMENSA will manage all official photography and videography.
 - **Health & Safety:** Security and health personnel will be on-site throughout the event. All exhibitors are required to comply with venue safety protocols.
 - **Parking:** Complimentary parking will be provided for all exhibitors and delegates.
 - **Changes:** Floor plans and capacities are subject to safety and fire regulations.
 - **Indemnity:** Exhibitors indemnify and hold COMENSA harmless from any claims, losses, or damages arising from their participation.
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To secure your exhibition space, please complete the attached **Exhibitor Application Form** and return it to:

 **administrator@comensa.org.za** no later than **28 January 2026**.

We look forward to partnering with you to make this milestone conference an inspiring celebration of Africa's growth, collaboration, and professional excellence.

Warm regards,

The COMENSA Conference Committee

www.comensa.org.za



EXHIBITOR APPLICATION FORM

COMENSA 20th Anniversary Africa Global Conference
16–17 April 2026 | Birchwood Hotel, Johannesburg

Organisation Details

Organisation Name: _____

Contact Person: _____

Designation: _____

Email Address: _____

Contact Number: _____

Postal Address: _____

Exhibition Space Selection

(Please tick one)

☐ Small (3 x 3 m) — R5 000

☐ Medium (3 x 5 m) — R10 000

☐ Large (5 x 5 m) — R15 000

Preferred Booth Name/Brand Display: _____

Additional Requirements

(Please specify any additional needs such as power supply, equipment, etc.)

Agreement

By signing below, I confirm that:

- I have read and agree to the exhibition terms and conditions provided by COMENSA.
- I understand that COMENSA retains ownership of the Africa Conference brand and that exhibitors are responsible for their own display areas and materials.
- I agree to indemnify COMENSA from any liability arising from my organisation's participation.

Signature: _____

Name: _____

Date: _____



Please return the completed form to:

COMENSA Africa Conference Team

Email: administrator@comensa.org.za

Website: www.comensa.org.za