



13 - 17 OCTOBER

2014

GLOBAL OPPORTUNITIES AT THE GATEWAY TO AFRICA'S AUTOMOTIVE INDUSTRY



It is Coming!

www.saaw.co.za

THE ONLINE REGISTRATION PROCESS FOR THE SOUTH AFRICAN AUTOMOTIVE WEEK:

1. Log onto www.saaw.co.za
2. Click on the "Click here to Register" button on the top right of the screen OR the Registration icon in the Tool bar of the website.
3. Follow the prompt to register via the online booking system.
4. You will be directed to the www.inkanyezievents.co.za website.
5. Scroll down and if on the system for the first time click on the icon which says "Click here to create a password to allow you to Login and Register for this event".
6. Complete the "Personal details", "Company details", "Promotional code (should you have been issued with one)", "Contact details" and "Login details"
7. Read and tick the "Terms and Conditions" box and insert the Security code as seen in the image – numbers and letters – which are case sensitive.
8. Click the "Save" icon at the bottom.
9. You will automatically be directed to a Login section where you will need to login using your e-mail address and recently- created password.
10. You are now on the Registration Page and need to click on what you wish to register for.
11. Should you wish to reserve a stand at the Trade Show click the "Book a Booth" icon on the right hand side of the screen?
12. Place a tick in the stand you require and click the "process" button.
13. Select Option 1 or Option 2 and click the "submit" button.
14. Please contact the organisers for contacts of Companies who specialize in building custom – built stands.
15. Option 2 includes a shell scheme booth, with your Company name printed on the fascia board, 2 spotlights and 1 plug point.



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16. To see which Companies have booked stands / booths thus far hover your mouse over the booked Stand/Booth.
17. Should you wish to book more than 1 stand – repeat the process of selecting a stand / booth from the drop down arrow once you have selected Option 1 or 2.
18. To download a high resolution format of the Floor Plan click on the Trade Show icon on the tool bar on www.saaw.co.za
19. You will be prompted to advise the Facilitators of the stand / booth FACIA name – the name the stand contractors will print and insert on the Board at the top of your stand.
20. To view all aspects of the Automotive Week and all relevant costs attached view the “ Overview” icon on the tool bar at the top of www.saaw.co.za
21. Should you wish to amend / add to your registration / booking at any stage log onto www.saaw.co.za and use your same password that you have initially created – thus important to keep your password in a safe place.
22. For any assistance please contact our Sales Team on sales@saaw.co.za or Telephone 086 110 1475 during office hours

WE LOOK FORWARD TO WELCOMING YOU ON BOARD THE SOUTH AFRICAN AUTOMOTIVE WEEK.



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