

We are a	<input type="checkbox"/> Public School	<input type="checkbox"/> Private School	<input type="checkbox"/> Other
School Terms	<input type="checkbox"/> 3 Term	<input type="checkbox"/> 4 Terms	
<b>School Information</b>			
School name			
Physical address			
Suburb			
GPS co-ordinates of school			
School Telephone number			
School Fax number			
Contact Teacher's name			
Contact Teacher's cell number			
Contact Teacher's email address			
Principal's name			
Principal's email address			
Number of Grade 9's attending			
What is your annual school fees			
Do you use any of our other services?			

Expo Booking – select a date and then the show time		
Date of show (First choice)		
Date selected		
Time slot (Select one)	1 <sup>st</sup> Show – 7am Set-up / 8am Start / 10am Finish	
	2 <sup>nd</sup> Show – 11am Set-up / 12pm Start / 2pm Finish	
Date of show (Second choice)		
Date selected		
Time slot (Select one)	1 <sup>st</sup> Show – 7am Set-up / 8am Start / 10am Finish	
	2 <sup>nd</sup> Show – 11am Set-up / 12pm Start / 2pm Finish	

Please select one of the options below	
We <u>have</u> a hall and a stage that FutureFocus may make use of:	
We have a hall and <u>no stage</u> that FutureFocus may make use of	
We have <u>no hall</u> or large classroom, but we would be interested in joining a nearby school	
We have no hall or large classroom, but we could use a nearby community centre	

NOTE: In signing this contract you agree to the following terms and conditions. (Duly Authorised)	Please initial every block
1. Cancellation of your booking <b>4 weeks prior</b> to the date that has been confirmed in writing will be seen as a breach of this contract and your school will be charged a cancellation fee of R5 000 ex VAT.	
2. A school may only change the date which has been confirmed in writing 4 weeks prior to the confirmed date, please understand that due to logistical procedures we cannot change dates less than 4 weeks prior to the show.	
3. ALL grade 9 learners must attend the expo, please bear this in mind when selecting a date.	
4. The venue where the <b>FutureFocus</b> is to be held must be cleaned and there must be enough space for all the learners to be comfortably seated on the floor with space for the interactive games to take place.	

<p>5. The contact teacher will inform all relevant parties including but not limited to the Head of Department, Matric teachers, school principal, ground staff, security members, secretarial staff and parents (should learners be leaving the school) that learners will be attending the <b>FutureFocus</b> on the date confirmed in writing.</p>	
<p>6. <b>FutureFocus</b> requires a <u>minimum of 90 minutes*</u> with your <u>Grade 9 learners</u> and preferably the entire 120min as indicated on the brochure. Please keep this in mind when selecting a date and time. We cannot allow learners to leave midway through the expo, all Grade 9 learners are required to stay for the entire expo. * A group of more than 100 learners need the full 2 hours.</p>	
<p>7. The FutureFocus show has interactive parts where we ask learners to communicate with us on social media platforms. We ask that you inform your learners of this and allow them to bring their cell phones into the expo during those 2 hours that you have booked.</p>	
<p>8. The cancellation fee has been put into place because of the following: Although the show is offered to your school free of charge it does cost 3RC a great deal to stage this expo. This cost is made up of transport, technical equipment rental, branding, printing of the free <b>FutureFocus</b> magazine and administration costs.</p>	
<p>9. These costs are offset by the fact that the exhibitors pay a fee to attend the show with the promise that they will see your school and the number of learners as indicated on your completed booking form. When a school cancels 3RC refunds the exhibitors the cost of exhibiting if we can not replace it with another school. It is for this reason that we ask that you do not cancel your booking 4 weeks prior to the show</p>	
<p>10. The school takes responsibility as guardians for all learners attending the FutureFocus career expo. Any and all data <b>VOLUNTEERED</b> by the learners will be used by the attending institutions as well as 3RC for marketing purposes. This data will not be abused or sold to parties not attending the FutureFocus career expo.</p>	

By signing this document, you acknowledge that you have read and understood the Terms and Conditions of booking a slot on the **FutureFocus** and that this document becomes legal and binding upon receipt by 3RC. Your booking will be confirmed in writing within 24 hours after receiving this document via return fax or email. If you have not received confirmation within the given 24 hours, please contact our office to follow up on this.

Contact Teachers Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Once completed please fax the signed booking form to **086 609 9869** or scan and email to [info@3rc.co.za](mailto:info@3rc.co.za)