



premier

Office Of The Premier
PROVINCE OF KWAZULU-NATAL

DIRECTORATE:

Private Bag X454, PIETERMARITZBURG, 3200

Provincial Communication Services

G 17 Moses Mabhida Building, 300 Langalibalele Street, Pietermaritzburg, 3200

mandisa.shelembe@kznpremier.gov.za

TO : DEPARTMENTAL EXHIBITORS

FROM : MR R KHUMALO

ACTING SENIOR MANAGER - INTEGRATED COMMUNICATION

SUBJECT : REQUEST FOR SPECIFICATIONS

PURPOSE

The purpose for this correspondence is to request all departmental exhibitors to provide specifications for their exhibition space for the upcoming Presidential Imbizo taking place on the 30th September 2014 in KwaZulu-Natal, UMgungundlovu District.

Exhibitors are kindly requested to provide the:

- Size/space required for exhibition
- Number of tables and chairs required
- And any additional requirements for the exhibition

The abovementioned information is requested by Friday, 19th September 2014 for procurement purposes.

NB: Failure to provide this information will lead to departments getting a standard 2m x 2m exhibition space.

Specifications to be forwarded to:

Ms Mandisa Shelembe

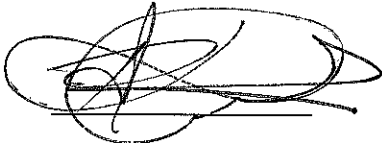
Mandisa.shelembe@kznpremier.gov.za

And cc

Mr Thabani Zungu

Thabani.zungu@kznpremier.gov.za

Regards,

A handwritten signature in black ink, consisting of several overlapping loops and a horizontal line, positioned above the name Mr R Khumalo.

Mr R Khumalo

Date: 16/09/2014