



WCPT Congress 2017

2 – 4 July 2017
 (Sun, Mon, Tues)

CTICC (Cape Town Int. Convention Centre)
 Cape Town
 South Africa

EXHIBITOR MANUAL

Guidelines & Information Pack

This Document forms part of your Contract to Exhibit and should be carefully read.

Reply & Order forms

OBLIGATORY REPLY FORMS

Info forms regarding your participation will be requested via email.

ORDER FORMS

Orders for equipment / services.
 Deadline date: Indicated on order forms.

UPDATES

Bulletins will be emailed as necessary



Please direct EXHIBITION ENQUIRIES to
 Anita Peterson - +27 (0)82 891 4834
 Cape Town
ap@create4.biz



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Organising Team



◆ **Your Host**

The management team at the WCPT Congress 2017 looks forward to welcoming you to Cape Town.

World Confederation for Physical Therapy

CONGRESS 2017
Cape Town

Please visit website www.wcpt.org/congress for details on Registration, Preliminary programme, Social events and other Congress News. The various tabs also include **contact details** should you require further information.

Accommodation: The Congress has secured preferred rates at a number of hotels within close vicinity of the CTICC. Please book your room through the congress hotel booking service to take advantage of these special rates, available until 21 April 2017. See www.wcpt.org/wcpt2017/accommodation.



◆ **Exhibition Queries**

Anita Peterson – Exhibition Co-ordinator

Create4

ap@create4.biz

+27 (0)82 891 4834 – Cape Town, RSA

+27 (0)21 424 1801 (Cape Town Office)

Anita will be on site from 30 June with no access to email. For urgent enquiries please contact on mobile or whatsapp +27 (0)82 891 4834. No messages.

Venue & core Service Providers

VENUE

The Cape Town International Convention Centre (CTICC)

Convention Square,

1 Lower Long Street,

Cape Town, 8001, South Africa

Telephone: +27 21 410 5000 | Facsimile: +27 21 410 5001

Email: info@cticc.co.za | Website: www.cticc.co.za

GPS co-ordinates: 33°54'56"S by 18°25'36"E

EMERGENCIES on site: Contact the VENUE Reception for assistance as they will be familiar with local emergency services and who to best call. Venue emergency number is 021 410 5252 or extension 5252 from an internal line.

GENERAL EXHIBITION CONTRACTOR

GL Events – Cape Town, South Africa

Contact: Caren Cloete - Project Manager

Tel: +27 (021 526 3200)

carenc@gl-events.co.za | www.gl-events.co.za

EXHIBITION FREIGHTING / CLEARING & ONSITE HANDLING AGENT

EF-GSM has been appointed the official Exhibition Freighting company for the event to assist with equipment and items being shipped to the event. For further information in this regard please contact:

- International Contact (EF-gsm UK)
Dave Bennett - +44 1732 88 5131 email - dave@ef-gsm.com
- SA Contact (EF-gsm ZA)
Chantal O'Shea - +27 21 552 7248 Email – chantal@ef-gsm.co.za
www.ef-gsm.co.za

Useful Contact Numbers

GENERAL EMERGENCY CENTRE (police, ambulance, fire)

Call 107 from landline or 021 480 7700

Or 112 from mobile.

CCID (Cape Town Central Improvement District)

24hr emergency number: 082 415 7127

CLOSEST HOSPITAL & AMBULANCE

Netcare Christiaan Barnard Memorial Hospital (Private)

D.F. Malan St, Foreshore, Cape Town, 8001

Tel 021 441 0000

Netcare Ambulance Service: 082 911

CLOSEST POLICE STATION:

Cape Town Central Police Station:

Buitenkant Street 021 467 8077 or dial 10111

WEATHER Line for SA – recorded info – 083 123 0500

Websites: www.Weathersa.co.za or www.Windguru.cz

AIRPORT INFORMATION (flight information)

OR TAMBO International Airport (Jhb) - 086 727 7888

Cape Town International Airport – 021 937 1200

Welcome

We thank all companies for their participation in this event.

This document will assist in your planning and contains details, regulations and parameters regarding the event and your participation.

This document serves to offer more rather than less information. Much of this detail may not be relevant to your company, however we ask that you highlight, for quick reference, that which is pertinent to your participation and respond accordingly.

The management will apply the policies, rules and regulations in a manner which will be of benefit to the Event as a whole.

This information document is not meant to replace our assistance in any way. We will happily assist or offer advice.

On behalf of the **WCPT**, the hosting organisation, Sponsors and the management team, we extend our well wishes and look forward working with exhibitors / participants towards a happy and successful Event.

Congress Participation Policy

Sponsors, delegates, exhibitors and business partners are invited to participate at the Congress by selecting from a choice of packages or offerings.

The following activities are allowed only if they form part of the package selected or with written consent of the Secretariat:

- Physical branding / signage outside of stands or in common areas
- Hotel room-drops to delegates in any form whatsoever.
- Privately arranged product promotions, activities, workshops or functions with participants outside of the official programme.

Only activities agreed to by Event management will be allowed.

Admission

Right of Admission Reserved. The organisers shall have sole control over admission policies at all times and reserve the right to refuse admission to any person to the event without assigning any reason therefore and to expel any person whose conduct or presence in the opinion of the organisers renders such action desirable.



Timetable For Exhibitors

JULY 2017						
S	M	T	W	T	F	S
					30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Build-up / Move in

FRIDAY, 30 JUNE 2017 - INFRASTRUCTURE / CONSTRUCTION

08:00 – 22:00 Official contractor

14:00 – 22:00 stand builders for custom stands

All construction and dust making activities relating to stand building should be finished by end of Friday.

SATURDAY, 1 JULY 2017 – EXHIBITOR MOVE-IN

08:00 – 18:00 Infrastructure / custom built stands continue

10:00 – 18:00 Stands over 12m² start moving in

13:00 – 18:00 Shellscheme exhibitors move in

Please note that furniture will be delivered to stands starting from late morning into the afternoon

Porters: will be in the Marshalling Yard from 10:00 – 18:00 to assist exhibitors to move goods from their vehicle to their stand.

Deliveries: Exhibitors should plan that their main exhibits and deliveries reach the hall by 14:00 on SATURDAY to allow for unforeseeable delays and load-in queues. All goods should be in the venue by 17:00, after which exhibitors can finish preparing and dressing their stands.

Stand completion: Stands should be completed and dressed as far as possible by 19:00.

Refuse: should be placed in the aisles for removal on a continual basis.

Small items: appealing items eg samples and promotional gifts should not be set out during the build-up period. Set out every morning and pack away at the end of the day as necessary. Valuable items should be removed from the stand overnight and returned in the morning.

Exhibition open

	Access - Exhibitor & Poster Presenter	Exhibition Open Hours
Sunday, 2 July	07:30	09:45 – 19:30
Monday, 3 July	07:30	09:45 – 17:30
Tuesday, 4 July	07:30	09:45 – 15:45

Stands should be manned and operational 20 minutes before doors open. Refuse should be placed in the aisles for removal at least half an hour before the exhibition opens.

COFFEE BREAKS AND LUNCH OFFERINGS

Complimentary teas / coffee will be served in the exhibition venue in line with the conference programme refreshment breaks.

For the convenience of delegates and exhibitors, light meals will be offered during the lunch break in the exhibition hall. Lunch is for your own account.

SOCIAL FUNCTION IN THE EXHIBITION AREA

The Exhibition Hall will host the Welcome Reception on Sunday, 2 July from 17:45 until 19:30. Stands to remain open and manned. This is a networking opportunity between exhibitors, their stand personnel and registered delegates.

CONGRESS REGISTRATION

Registration for both Delegates and Exhibitors will open from 09:00 – 18:00 on Saturday, 1 JULY and remain open for the duration of the event. Exhibitors can collect their badges at the relevant counter.

Break-down / Move-out

TUESDAY, 4 JULY from 16:00

Exhibitor Break-down commences immediately at the close of the afternoon tea break. For the safety of your stock and goods, contents of stands should immediately be consolidated, packed and sealed and removed as soon as possible. Please do not leave goods unattended. All collections, the dismantling of custom stands and infra-structure start concurrently so there are many people in the hall at this time.

Contents of shellscheme stands should be removed by 18:30.

All equipment, goods & materials (including all custom stands / infrastructure) to be cleared by 22:00.

Porters will be available from 15:45 to 20:00 to assist exhibitors to move items out of the hall and EF-GSM will be on site to assist with return shipping arrangements.

Goods left at end of break-down will be considered waste and be disposed of. Costs for excess or special disposal will be for the account of exhibitor concerned.

ON SITE SUPPORT - A management team will be based onsite in the exhibition, for the duration of the event, including build-up and break-down, to liaise with exhibitors and facilitate queries and requests.

WHEN YOU FIRST ARRIVE ON SITE - Please check in at the Expo Office so that your arrival can be logged and you can be notified of updates and any immediate move-in procedures can be facilitated.

ACCREDITATION - Official Congress badges are to be worn at all times for easy identification. Entry can be refused to any person unable to produce an official pass.

EXHIBITORS, DELEGATES & PARTICIPANTS

Badges will be issued by the Secretariat as per your Congress booking and allocation. These can be collected at the Congress Registration counters (see above).

SET-UP CREWS & SUPPORTING STAFF

Staff on site are to be supervised and wear identifiable company uniform and name tags to avoid issuing additional, unnecessary badges.

TEMPORARY STICKERS / PASSES will be issued by the Exhibition co-ordinator, and only as deemed necessary, for the following:

- to staff for the move-in and break-out periods only
- to support service staff requiring access during event days (restocking, maintenance).

Badges are given to accompanying supervisors only.

These badges can be applied for and will be issued on site during build-up and before 17:00 daily.

CONTRACTORS – Please Note: The above event badges do NOT negate any Venue access procedures that need to be followed or venue entry passes that may need to be obtained. See page 14.

RESTRICTED ACCESS - Contractors, exhibitors / participants are restricted to the relevant event and public areas. Other areas, including back-of-house, are out of bounds.



notes

Venue details

CTICC (Cape Town Int. Convention Centre)

❑ VENUE ADDRESS

See Page 2 – under Contacts

Visit website www.cticc.co.za for further information.

❑ BUSINESS CENTRE

A business centre, in the main foyer, offers basic services – printing, copying, typing, email service, binding, laminating, courier service, etc. For specific requirements, check prior to arrival.

❑ WI-FI ACCESS

The CTICC offers free limited WIFI coverage, within public spaces, throughout the venue. Click on the CTICC network.

❑ CONVENIENCE STORES / SHOPPING CENTRE

The CTICC is on the perimeter of the CBD and within a fairly close walk to the central shopping area.

❑ BANKING

Two ATM facilities are available on the premises and there are some banks within walking distance.

❑ REFRESHMENTS

Tap Water is safe to drink.



VENUE EATERIES / REFRESHMENTS

'Coffee on the Square' is situated on the ground floor in the main foyer of the CTICC and provides visitors with light refreshments, meals and beverages.

❑ CATERING POLICY

The venue holds exclusive beverage and catering rights and all requests need to be facilitated and arranged through Venue.

❑ LOCKERS

An electronic locker system offers recharge facilities for mobile phones and laptops.

❑ TOILETS

Situated on every level.

❑ PRAYER ROOM

A prayer room is available. Please enquire at Venue Reception.

❑ WHEELCHAIR ACCESS / DISABILITY FACILITIES



CTICC offers wheelchair friendly access. Specific concerns or special needs should be discussed with the venue. A limited number of wheelchairs are available on request.

❑ GETTING AROUND

Please enquire at the Venue reception.

Taxis are usually stationed in Convention Square during events.

❑ PARKING AREAS

The general parking areas at the venue are available on a first come first served basis. No reserved parking for event. Parking tariffs are at hourly rates and works on a Pay on Foot system.



CTICC basement parking (P3) offers 362 parking bays.

P1 Parking has 1061 bays and is accessed via the Buitengracht or Walter Sisulu Avenue/Long Street entrance and requires a short walk across Convention Square to enter the CTICC.

Exhibitors and Delegates can buy discounted parking tickets on Event days at R45 per day at the Parking Desk which will be located in the exhibition hall and operational during normal business hours, so please buy your tickets before the end of the day. These are exit tickets, not multi-access.

P3 Parking Fee		P1 Parking Fee	
0 – 0.5 hour	R00.00	0 – 1 hour	R10.00
0.5 – 1.5 hours	R20.00	1 – 2.5 hours	R25.00
1.5 – 2.5 hours	R30.00	2.5 – 3.5 hours	R30.00
2.5 – 3.5 hours	R40.00	3.5 – 4.5 hours	R45.00
3.5 – 4.5 hours	R45.00	4.5 – 5.5 hours	R40.00
4.5 – 5.5 hours	R50.00	5.5 – 6.5 hours	R45.00
5.5 – 8 hours	R55.00	6.5 – 7.5 hours	R50.00
8 – 12 hours	R65.00	7.5 – 8.5 hours	R55.00
		8.5 – 12 hours	R65.00
After 12 hrs, fee per hour	R12		R10
Lost Card	R100		R100

Park in designated bays only. Illegally parked vehicles will be clamped, fined and/or towed away.

■ VENUE TECHNICAL DETAILS

NOTE: Critical measurements should be confirmed.

(CTICC) Hall 2 and 3

DOOR SIZE:	7m W x 5m H sliding door, access to Marshalling Yard with a double wicket door (1800mm W x 2070mm H)
CEILING HEIGHT:	10m – 18m (convex shape)
COLUMNS:	column free space
CARPETING:	cement floor with carpet tiles
FLOOR LOADING:	3 000 kg/m ² (30 kN/m ²) (Weight restrictions)
FLOOR DUCTS:	Trenches every 4.5m
LIGHTING:	Ceiling fluorescents and downlights with dimming and zoning.
CLIMATE CONTROL:	Air conditioning during event days only, set to maintain an average room temperature of 22 degrees Celcius.
UTILITIES (SERVICES):	Electrical boxes / fire equipment and the like need to be kept clear and accessible at all times.
INTERIOR DESIGN & DECOR:	minimal Industrial look, neutral light colours.
ELECTRICITY SUPPLY:	An Official Electrical Contractor will be appointed for the event, and this will be the only contractor allowed to access power from venue utilities and install power sources ie distribution boards to exhibitors.

MAXIMUM BUILDING HEIGHT FOR THIS EVENT: 4m H
No double storey structures.



notes

Deliveries / Directions (access point, loading details)



VENUE ADDRESS

Cape Town Convention Centre (CTICC)
Convention Square
1 Lower Long Street
Cape Town, South Africa

Telephone (switchboard): +27 (0) 21 410 5000
Website: www.cticc.co.za
GPS co-ordinates: 33° 54' 56" S / 18° 25' 36" E

DIRECTIONS

CTICC 1 is bordered by the N1 elevated Highway and FW de Klerk Boulevard (street level) which run behind the centre. The Marshalling Yard is accessed from FW de Klerk Boulevard. Walter Sisulu Avenue (south) runs along the front of the building with access into Convention Square, and Heerengracht Street forms the East border.

LOADING ZONE / DELIVERY POINT



MARSHALLING YARD / Loading Bay (CTICC 1) is accessed from FW de Klerk Boulevard.

GPS: 33 54 55 S, 18 25 42 E.

The Exhibition Halls are directly accessed through large sliding doors. Parking in the Marshalling Yard is for off-loading purposes only and is limited to one hour for small vehicles and delivery trucks and three hours for large trucks. Vehicles exceeding this time are subject to a parking fee.

Marshalling Yard T&Cs & Tariffs:

Terms & Conditions

- . PARKING AT OWN RISK.
- . NO PARKING ALLOWED OUTSIDE DEMARCATED AREA.
- . EXHIBITORS & CONTRACTORS ARE ONLY ALLOWED 1HR PARKING IN YARD DURING BUILD UP TO ANY EVENT.
- . ONCE GOODS OFF LOADED VEHICLES MUST MOVE INTO P 1 GARAGE, WHERE BUILD UP TICKETS WILL BE PROVIDED FOR P1 PARKING ONLY.

TRUCK PARKING 3HRS FREE, THEN AS PER TARIFF FEES.

WARNING : VEHICLES MAY BE CLAMPED
RELEASE-FEE OF R200.00

Regret no Credit Cards, Cheques or R200.00 notes accepted
Cape Town International Convention Centre

CTICC

Loading Area Tariff

Hours		Fee
. 0 - 3hrs		Free
. 0 - 1hr		Free
. 1hr - 1½ hrs		R 100.00
. 1½ hrs - 2hrs		R 150.00
. 2hrs - 3hrs		R 200.00
. 3hrs - 4hrs		R 250.00
. 4hrs - 5hrs		R 300.00
. 5hrs - 6hrs		R 350.00
. 6hrs - 7hrs		R 400.00
. 7hrs - 8hrs+		R 450.00
. 8hrs - 24hrs		R 500.00
Overnight parking and lost tickets = R 500.00		

Cape Town International Convention Centre

CTICC

Exhibitors are required to remove vehicles to P1 or P3 parking areas after offloading in the Marshalling Yard. Free parking to exhibitors is offered in these areas for build-up and break-down days. You can swop your ticket at the exhibition office until 16:00 on Saturday and Tuesday. This is only for exhibiting companies only, not delegates.

Vehicles that cannot fit into Parking P1 and P3, are either required to pay extended Marshalling Yard parking fees or remove their vehicles elsewhere. There is no alternative truck holding area at the CTICC.

Small hand carriable items only can be carried through the Foyer from the basement parking and entrance, however Porters are not permitted to assist in this area, they are stationed in the Marshalling Yard.

The same arrangements hold for break-down. Vehicles should only move into the loading zone once their goods are packed and ready for loading.

RECEIVING & RETURNING GOODS

Deliveries will not be accepted by the venue prior to build-up.

The organizers will not take delivery of any goods whatsoever on behalf of an exhibitor, (nor sign for) nor accept responsibility for the safety or well-being of any such items unloaded and / or delivered to the (an unmanned stand) site in the absence of any exhibitor or his agent. Neither will they monitor the return of goods and hired items. Arrange deliveries / collections (including hired items) when there is a representative from your company present at your stand. It is essential that the delivery company has proper details and contact person / mobile number of the person on site who will receive or return goods.

FREIGHT FORWARDER & CLEARING AGENT

EF-GSM has been appointed the official Exhibition Freighting company for the event to assist with equipment and items being shipped to the event. Contact details: Page 2.

ON-SITE HANDLING AGENT / STORAGE

Contact EF-GSM SA for any special load in assistance you may require. STORAGE: EF-GSM can store early deliveries, late despatches and hold packaging materials off site, and bring to venue when required.

notes



BUILD-UP, Move-in

● DELIVERY POINT

See Section – DELIVERIES / DIRECTIONS

● SECURITY & OWN RISK

Exhibitors are responsible for the safety of their stands and contents. All items brought onto site will be at your own risk. Please safeguard and insure accordingly. See Sections – SECURITY & INSURANCE

● CHILDREN

No children / minors allowed on site during build-up / break-down.

● PORTERS

Limited porter assistance will be available to assist exhibitors to move light to medium weight hand smaller carryable items only from vehicles to the stand during build-up and return at breakdown. (See TIMETABLE).

Exhibiting companies / contractors are to supply their own staff and trolleys for the offloading of trucks, to carry large items and heavy equipment and deal with large stock quantities. Alternatively, they should contact EF-gsm ZA for assistance.

● STORAGE FACILITIES ON SITE

There is no storage available at the Event. Keep stock neatly on your stand or bring in as necessary on a daily basis

Arrange with official on-site handler to store your goods before or after event as necessary.

Fire regulations and dictate that

- Spaces behind stands, perimeter curtains, under stages and the like may not be used for storage or for empty crates, boxes or flight cases.

- Items may not be packed in any cavities or spaces in or at the venue or in any public or service areas.

- Where items are found in prohibited areas and deemed to pose a fire hazard and/or safety risk, they will be removed, without notice and disposed of as refuse.

➢ Packing crates / empty boxes / packaging materials may not be stored on site. To be removed off site and returned at break-down.

● DELIVERIES

Have someone on your stand to take possession of deliveries.

The organizers take no responsibility for goods delivered to an unattended stand.

Restocking of stands during the event: Stands should be restocked before the exhibition opens in the morning or immediately after closing in the evening. Trolleys may be used before event opens to the public, thereafter goods need to be hand carried through the hall.

No porter service during event days. .

Removal of items during the event: Exhibitors removing items during the event should carry proof of ownership.

BREAK-DOWN / Move-Out

● BREAK-DOWN & MOVE-OUT

- (See also section 'Security').
- Badges must be worn when moving goods in and out of the venue.
- During break-down, large amounts of similar looking items are being moved out of the hall. Do not leave your goods unsupervised.
- As soon as event closes, pack up and consolidate items. Mark and number boxes for quick verification. Remove valuable items first.
- Have sufficient staff on site to monitor the movement of your goods out of the venue and to vehicles, whilst keeping your stand manned until everything is removed. Open vehicles during loading can also be a target.
- Stands with small inventories are encouraged to leave promptly before the bigger stands start to dismantle.
- Pack up exhibits before moving vehicles to the loading zone.
- Infrastructure, stand dismantling and electrical shut-down will commence within half an hour of event closing. Thereafter stands will need to run their own cables to power points. Electricity required after this time should be arranged before break-down.
- Do not leave items in hired furniture or under tables as these will be removed soon after break-down commences. Do not store goods against stand walling as these will be dismantled. Remove graphics from stand paneling.
- Arrange for the timeous collection of hired items, especially electronic equipment / valuable items. Wait till they are collected.
- Exhibitors will be notified if a Goods Removal Form system is put into place for break-down. This means that a form will then need to be completed for goods leaving the premises and handed to Security at exit points. Should this be decided on, please co-operate

Collections at Break-down: - Ensure collecting agents are aware of time frames. All items on hire remain the exhibitor's responsibility until collected by the company concerned. Venue or Organisers will take no responsibility for 3rd party collections and arrangements. Mark items clearly with collecting agent details and complete waybills as necessary.

● ITEMS LEFT AT END OF BREAK-DOWN PERIOD

Items not removed within the scheduled time period will be left unattended and at own risk. Such items will be considered abandoned and disposed of as waste. Excessive or special waste disposal will be charged to the exhibitor / contractor concerned.

The Exhibition Hall should be cleared by 22:00 on 4 July 2017.

notes

Safety at Events

❑ EMERGENCIES

Contact venue reception, the closest Official or Security Guard.

■ EVENT SAFETY

The organisers take their responsibilities regarding the safety of the event, the wellbeing of exhibitors and visitors seriously and it is vital that exhibitors and contractors do the same throughout the event.

The organizers / authorities reserve the right to advise, insist on changes or impose measures as necessary to ensure event and public safety.

■ DUE DILIGENCE

Before moving onsite, the exhibitor should, together with his contractor, compile a simple risk assessment document that evaluates any risk, that might be caused, (by the building of temporary structures, the installation of equipment and fittings or custom stand), looking at probable and possible hazards and dangers and put into play plans and procedures to limit or nullify these risks. These are essentially the reasonable steps that should be taken in limiting injury, loss of life, civil and public liability. The same process must be applied to any planned activations.

■ VENUE FACILITIES

Fire, Safety Equipment

Fire equipment may not be removed, tampered with or obstructed and must remain visible. Clear access of at least 1m² around service equipment must be maintained with no obstructions to hamper their accessibility or full use.

Signage

Safety & emergency signage to remain visible at all times as well as facility and directional signage.

Access & Exit Points and Routes

Clear and unobstructed access to be maintained in aisles and on both sides of doors leading to entrance / exits, emergency egress, including external exits. Access for emergency vehicles must be maintained. No floor surface irregularities shall be placed in any exit route. .

■ LEGISLATIVE COMPLIANCE

In planning the design and build of your exhibit, and the activities on your stand, ensure compliance as imposed by relevant laws and regulations, local authorities, venue and general exhibition practices, including but not limited to:

- Occupational Health and Safety Act (85 of 1983) which has regulations and guidelines for Safe Working Practices
- Safety at Sports and Recreational Events Act 2010 (SASRE)
- City of Cape Town Event Safety By-Law 2010 and 2016
- City of Cape Town Fire Safety By-Law
- South African National Standards (SANS) 10336 (2015) which are the requirements for Health and Safety at Events,

as well as Event policies, terms & conditions and exhibiting regulations; Venue regulations, trading policies and constraints; Government and municipal Laws, By-laws & local regulations; Fire and Safety Regulations, Health Regulations; SA Electrical Regulations; Labour Relations Act; the National Building regulations, the Construction regulations 2014.

It shall be the responsibility of each exhibitor or appointed agent to observe all current regulations which are applicable to his/her circumstance. Applicable compliance costs / license applications fall on the exhibitor. Injury and accident incidents should be logged.

■ INSPECTIONS

The Organisers and Officials from Building, Fire, Health & Safety, Electrical Services or any other relevant authority shall have free and unfettered access to stands at any time to monitor activities and conduct inspections. Safety files are to be kept on site at all times.

Authorities have the right, at any time, if they are not satisfied with the building construction, structural safety, electrical installation or have other fire or safety concerns, to insist on immediate changes and rectification, so that the structure is brought up to compliance. They have the right to immediately close or block off the stand to public access without further notice, curtail or prohibit activities, OR in delay the opening of the entire event. Infractions can attract fines.

☒ MEDICAL EMERGENCY SERVICES / FIRST AID



A basic first aid kit will be held on-site for small cuts and abrasions. A Medic will be on call during open hours. An ambulance will be called for serious injuries to take patient to a hospital of their choice. Ambulance and medical costs for exhibitor / contractor account.



SAFETY MEASURES / EVACUATION

Participants should familiarise themselves with the location of emergency exits, equipment and evacuation routes.

Appoint people to continually check both stand and adjoining public space areas for foreign or strange items, packages or objects. Immediately report anything suspicious to the organisers. **On no account handle the object.** The same applies to bomb threats.

Should evacuation be decided upon, the organisers will relay a suitable message via the PA or through their safety / security team.

A message will be announced in the following or similar vein: 'Attention please, important announcement. Circumstances make it necessary for everyone to leave the building. Please make your way quickly to the nearest exit.'

Participants are requested to assist and direct visitors quickly to a safe exit in quiet, calm manner. Do not panic. Assemble at outside areas as directed and await further instructions from officials.

Should the threat be resolved, this message will be conveyed, and participants will be allowed to return to the venue with visitors following shortly thereafter.

notes

General Event Info & Housekeeping

CLEANING

Contractors to clean up their own building debris and dust and are responsible for keeping crew and work areas clean and tidy. Bring necessary equipment, cleaning materials and refuse bags.

Exhibitors are responsible for cleaning their own stands and maintaining in a tidy condition. Cleaning services can be ordered as an extra.

Organisers will arrange cleaning for aisles, common public areas and general refuse removal only.

REFUSE REMOVAL

Contractors / stand builders to remove their own building debris, packaging or dressing refuse from the premises. This may not be added to the general event waste.

Exhibitors can place bagged rubbish and flattened cardboard boxes in the aisle for removal. Refuse should be ready for removal at least 30 minutes before doors open to allow for removal time.

Make prior arrangements for special needs or excessive refuse. Public bins may not be commandeered.

PUBLIC ADDRESS SYSTEM

Use of the PA is restricted to official announcements only.

LOST & FOUND PROPERTY

Lost and found items can be lodged at Venue reception. Unclaimed items will be held for two weeks after which they will be disposed of or donated in a suitable manner.

PHOTOGRAPHY / RECORDING

No photographing / video recordings of any area, stand or activation not your own. The organisers have exclusive right to take photos or film the event. Should your company not wish to be filmed for any reason, the organisers should receive written notice before the event.

FIREARMS & WEAPONS

The venue is a strictly weapon-free zone. Firearms / weapons (traditional or otherwise) are not allowed onto the premises and the use or carrying of any weapon is prohibited, the exception being official venue security and SAPS officers.

SMOKING

The venue inside is considered a public space and consequently a no-smoking policy applies. Outside designated smoking areas are indicated with stub bins provided.

ANIMALS

With the exception of service dogs, animals are not permitted into the venue without prior consent of the Venue management.

GRATUITIES

Support event and venue staff do not expect gratuities / gifts. Exhibitors are asked to support this policy to discourage expectations or entitlement by staff, especially at break-down. Where a reward is merited, however, any gift to a recipient should be lodged at the organiser's office for which a receipt will be given. A security pass will be arranged to enable the recipient to remove items from the premises. Staff may not carry items off stands, this can lead to disciplinary action or dismissal.

POWER OUTAGES / DISRUPTED SUPPLY

Should power go off, the event will carry on as normally as possible or close for the period with no recourse or liability to the organisers.

See note under Electrical Power.

SUSTAINABILITY POLICY



As far as possible, the organisers, with venue co-operation, will be environmentally responsible and support greening initiatives and procedures. Focus areas include waste management control, recycling, power/lighting and water use reduction, food service options and the like. The venue has an existing environment sustainability policy in place. Participants are encouraged to follow suit.

■ CATERING & REFRESHMENTS

VENUE RIGHTS: Venue has exclusive food, catering and beverage rights for the supply and sale thereof at the venue. Any catering or refreshments offered on stands, for functions or hospitality requirements needs to be arranged and placed with venue.

PROMOTIONAL OFFERINGS: Food, snacks or beverages may only be brought in with venue consent and this will be subject to a concession or corkage fee, trade arrangement or other agreement made with the venue.

Intent to offer food / beverages should be discussed timeously to obtain the necessary permissions and final decision rests with the venue and organisers. Permission is required for the following: sampling / giveaways of soft beverages and/or foodstuffs; sampling and giveaways of alcoholic drinks; sale of items; food preparation, cooking demonstrations; food service.

Sampling sizes: Food samples to be limited to a bite size portion, either on a toothpick or individually wrapped. Beverage samples must be limited to 85ml in tasting cups. Dustbin must be provided.

LIQUOR CONSUMPTION: To be kept under control. Unsociable behaviour, loud or unruly conduct will not be tolerated. Alcohol may not be served to persons under the age of 18.

Exhibitor Participation stands, exhibits, content & activities

■ EXHIBITING / PARTICIPATION PARAMETERS

- Exhibitors are exhibiting under the standard terms and conditions as laid down by the event as well as any rules set down within Fact Sheets, Exhibitor Manual or general notifications regarding the event.
- Disclosure: Exhibitors may only offer and promote items / service as stated on their Application to Exhibit or agreed to by the organisers. It is the organiser's right to know what is planned in the space that you are occupying. Among other aspects, this encompasses stand design, dressing and planned stand activities. Only activities that are specifically stated by the exhibitor and approved by the organisers will be permitted. The organiser retains the right to veto or discuss changes to proposals.
- Stand designs, decor and activities should be of an acceptable level /standard and appropriate to the profile of the Event. Event management and relevant authorities have full discretion and authority to disallow stand designs and ask for changes as they deem necessary. Costs for resulting changes will fall to the exhibitor.
- Sensitivity regarding cultural differences, customs, socially acceptable morals and public norms and local laws should be respected.
- Intellectual property rights, trademarks, copyrights, patents and the like need to be upheld.
- Stand sharing: No transfer, sub-letting, sharing or subdividing of stands. Exhibitors may not permit a 3rd party to use their booth for selling, promotional or branding purposes without prior permission from organisers. Where agreed to, sharing companies will be entitled to specified exhibitor status at an agreed fee relating to their participation.
- Default in Occupancy: An exhibitor failing to occupy space contracted for is not relieved of the obligation of paying for such space, as agreed to. However, the organisers reserve the right to reclaim any space not occupied within a reasonable time during build-up, to assign, relet or use such space as they deem fit.

■ EVENT RULES & AMENDMENTS

Each exhibitor, for his/her company, self and his employees, temporary staff, agents or appointed contractors, agrees to abide by the rules and regulations within this Manual and the Terms and Conditions of Exhibiting and by any amendments or additions thereto that may hereafter be established or put into effect by the Organiser prior to or at the event.

■ ACTIVITIES

- × **CONFINEMENT TO YOUR STAND:** All activities, unless otherwise agreed to by organisers, must remain within the confines of allocated stand space. Aisles to be kept clear of items to create a uniform gangway width. No aisle encroachment - (Fire Regulation). Distribution of marketing materials and promotional items: No leaflets or samples, gifts etc may be handed out at entrance or other common areas of the event. No promotional roaming. No posters can be put up outside your stand.
Off stand marketing: Additional marketing activities & branding opportunities off your exhibiting space to be approved by the organisers. No ambush marketing (actual or perceived).
Signage / Branding: Only allowed on stand space. No allowed in other event or common areas or outside the building unless agreed to by the organisers.
- × **OFFICIAL PROGRAMME:** Functions that conflict with official programme schedule or business and which detract from the Event and its value to visitors and fellow exhibitors may not be conducted.
- × **COPYRIGHT – MUSIC / AUDIO BROADCASTING:** Where music recordings, film screenings, video or audio tapes, or other broadcasting requires appropriate licences, these should be kept on the stand for inspection.
SAMRO is the South African Music Rights Organisation and represents music performing rights worldwide. www.Samro.org.za. DALRO (Dramatic Artistic Literary Rights Organisation) deals with literary rights and the performing and visual arts. www.Dalro.co.za
- × **SOUND LEVELS:** Noise levels should be kept within the confines of stand area. In general audio commentary and music should be muffled and volume should be set at conversational level that should cause no annoyance to other participants.
The distribution and use of noisemakers e.g. whistles, crickets, horns is prohibited. No loud noises such as bells, sirens, buzzers or irritating, intermittent and/or sequential sounds. Use of a PA system or two-way radios requires permission. Management reserves the right to reduce sound levels or switch off equipment.
- × **LIGHTING EFFECTS:** Lights, illuminations, lit displays and signs that may cause discomfort to anyone should be avoided. Light projections must be contained within stand area and may not be directed onto aisles, walls, roof or neighbouring stands Flashing lights, strobes, gobos, smoke machines etc require permission.
- × **PLASMA SCREENS:** Screens cannot be placed on the perimeter of a stand facing outwards into the aisle. It must be placed in the stand and allow for some guest viewing space.
- × **BALLOONS:** No helium filled balloons permitted. No balloon popping.

ACTIVITIES & ACTIVATIONS: Activities may not cause interference, nuisance or disruption to other exhibitors or visitors. Activities may not block aisles, impede normal pedestrian traffic or flow out into other common spaces. The contracted space area should accommodate spectators. The organisers reserve the right to terminate, curtail frequency or terminate activities as they deem necessary.

Most public participation activities are now classified as SPECIAL RISK. Discuss your plans with the organisers. Although some activities and their approvals are fairly routine, proposals must be submitted so that permission is cleared with the relevant authorities.

This applies to, but not limited to the following:

Demonstrations, presentations, live performance, public broadcasting, food demonstrations, tastings and distribution, beverage tasting / distribution, activities involving children, crèche facilities, live animals, public entertainment, public participation in adventurous activities, amusement rides and simulators, entertainment involving risk, invasive body treatments, eating competitions, celebrity guest appearances, dignitary visits. For State Protocol, a SAPS risk rating will be required.

Final activity permission rests with the event organisers, subject to all authority regulations being met.

■ SALE OF MERCHANDISE FROM STAND

Items sold off a stand should be accompanied by an appropriate receipt or marked in an easily identifiable manner (sold sticker) as packages leaving the venue are subject to random security checks. Failure to do this may result in embarrassment to guests.

■ PERSONNEL ON SITE

MANNING OF STANDS: Stands to be manned and fully operational during event open hours. Staff should be on site at least 20 minutes before opening time in the morning and allow time for visitors to exit the hall before leaving stand at closing.

BEHAVIOUR: Professional and appropriate manner and dress is expected. Unacceptable behaviour, excessive alcohol consumption, playing of loud music, use of abusive language or lack of respect for the venue, infrastructure or officials will not be tolerated.

Stand additional services / Order Forms

GL Events is the official general contractor appointed for the event and has issued an Exhibitors Services Manual which will include Order Forms for the following:

- Shellscheme stand supplied, Fascia Board Name
- Carpet Hire
- Digital branding on panels / fabric banners
- Electrical hire
- Furniture and miscellaneous equipment
- Audio Visual Hire, Plant Hire and Expo Screen Hire
- Design and build of custom stands.
- Building of international stands

CTICC can facilitate the following services:

- IT, computers, wireless access, telecoms
- Stand cleaning
- Stand Security
- Rigging

EF-GSM is the official international **Exhibition Freight** company for the event. They are also the on-site handing agent.

EF-GSM also offer off-site storage facilities.

Miscellaneous Items - Where a specific item needs to be sourced, the organisers will endeavour to assist and direct you to suitable suppliers. Own Furniture - Exhibitors are welcome to bring in furniture, equipment, plants and decorations from other sources.

Terms of Hire - Hired items and services supplied are subject to the specific terms and conditions imposed by each supplier. Hired items remain the property of the service provider and are on hire for a specified period only and must be returned to contractor. Upon delivery, all care, risk and responsibility, including insurance cover, shall pass to the hiree until collected.

Order facilitation and payments

Orders carry a deadline date for ordering on the order form.

Late Orders - Services ordered late carry a surcharge on the listed price
Orders on Site - Items ordered given on site may not be able to be provided due to availability or time constraints. Most on-site requests are delayed and can only be facilitated by 12noon of the following day. Stand changes requested on site may not be able to be facilitated at all due to infrastructure and electrics already installed. Orders on site will require immediate payment, either in cash or with credit/debit card.

Please submit by 15 April 2017

MANDATORY RETURN FOR ALL EXHIBITORS
GENERAL EXHIBITING DETAILS
STAND CONTENT & ACTIVITIES

WCPT17

Dear Exhibitors,

This form will give organisers an indication of what is planned on your stand to ensure there is nothing that may be in conflict with the Event or anything that may have special requirements in terms of planning and permission that need to be facilitated.

Organisers will contact you should they require more information or to discuss certain points

1. COMPANY CONTACT DETAILS

COMPANY NAME:

[Redacted company name box]

General Office Number + code:

Liaison Person:

Email:

2. BRIEF DESCRIPTION OF PRODUCTS AND/OR SERVICES PROVIDED BY YOUR COMPANY / ORGANISATION

.....
.....
.....

3. CONTENT ON STAND

ie products / demonstration equipment / only marketing brochures.

.....
.....

4. ACTIVITIES ON STAND

Please state your intentions regarding the content and planned activities on stands to ensure your plans are not disallowed for any number of reasons. Confidentiality will be maintained.

Please supply information of your planned activities

Basic promotional activities

- Literature handouts
Promotional items / gifts
Competition / lucky draw Entries
Product demonstrations on Computers
Product sample giveaways

Selling items from stand

-

Activities / activations

- Activity based promotions involving physical / active visitor participation
Physical Demonstrations involving ie moving equipment

- Planned Functions
Celeb type appearances
Entertainment
Other (Please detail)

Catering / refreshments on stand

Are you planning any guest refreshments on your stand? Please note that all stand catering, platters, snacks and beverages (soft and alcoholic) need to be arranged through the CTICC.

Other ?

Details:

5. PERSON WHO WILL BE RESPONSIBLE ON-SITE

Name: Mobile:

Email:

6. STAND OPTION CONFIRMATION

6.A STAND SHELLSCHEME STAND PACKAGE

- Yes, are taking up the standard Shellscheme offer

6.B BUILDING YOUR OWN STAND

- Yes, we will be building / supplying our own custom stand and will submit plans, drawings and other documentation as required.

Contact details for Stand Builder / Contractor

Company:

Country:

Contact Person:

E-mail: Mobile:

6.C PORTABLE STANDS

- If you are using a portable stand, within a shellscheme structure, please attach a photograph / picture of the portable stand and confirm the width and height. Portable stands over 2.5m high need the back of their stands to be covered with clear white fabric where they overlook lower stands.

7. ORDER FORMS

Exhibitor Services Manual has been sent to you.

- OTHER ITEMS OR SERVICES: Should you require assistance in sourcing any other item or service, please give brief details and we will forward to suppliers who we have found to be reliable to offer a quote:

AUTHORISED obo COMPANY above & Subject to relevant Terms & Conditions
Contact Person Signature
Tel +code Date
RETURN to Anita: ap@creat4.biz

✓ Exhibiting Checklist

ESTABLISH OBJECTIVES

- Identify products / services to be displayed
- Appoint a project manager

STAND

- Design stand around requirements and objectives
- Appoint a stand designer if you are not taking up a standard stand option
- Submit and obtain permission for your stand design and any activities
- Complete Reply forms by due date
- Order additional services eg. Electrics, Furniture, Signage / Graphics, AV equipment, Plants, - or other.
- Schedule deliveries and collections when you will be on site.
- Arrange catering as necessary

OTHER

- Arrange staff accreditation, staff roster, training and dress code
- Arrange parking, daily allowance, travel & accommodation.
- Insurance & public liability

SALES & PUBLICITY

- Plan stand literature, business cards and the like
- Enquiry sheets and pens
- Order promotional items as necessary
- Send out Invitations, preferably linked to an incentive and RSVP
- Advertising, PR

POST EXHIBITION

- Evaluate and follow up on leads, reconcile budget

✓ Reminders - to bring to event ITEMS MOST EASILY FORGOTTEN

- o Electrical extension leads & SABS approved multi-plugs / adaptors
- o Laptop / mobile phone charger and plug
- o Trolley to move your goods. Small ladder if required.
- o Cloths / covers for different things - for tables, to cover your exhibit at the end of the day, to create colour or enhance a display.
- o Toolbox: adhesive velcro, double sided tape, string, scissors, cable ties, hanging hooks, coki pens
- o packaging tape to keep your boxes sealed
- o cleaning materials, refuse bags, small dustbin or similar if required.
- o Admin: note paper, enquiry lead forms, plain paper, stock control sheets, business cards & pens, container to collect business cards / leads.
- o headache tablets / medication / plasters

notes



■ STANDARD TERMS OF HIRE – GUIDELINES

Ownership & Hire Period: Hired items supplied remain the property of the service-provider and are on hire for a specified period only and must be returned to contractor.

Items damaged, defaced, lost or not returned: The hiree undertakes to pay the replacement cost in addition to the hire amount immediately on invoice. This payment shall not be subject to / or dependant on insurance compensation claims.

Table cloths / throws / linen items: Cloths with oil stains, prestik marks, candlewax or similar will be deemed damaged and replacement costs charged.

Responsibility and Risk: Upon delivery, all care, risk and responsibility of goods shall pass to the hiree and the hiree shall be liable for all losses or damages to equipment until collected by the hirer.

Insurance: The hiree is responsible for insuring goods in this care (at current replacement costs) against all risks for the specified hire period including set-up until agreed collection time.

Public Liability: Hiree is responsible for own public liability cover.

Indemnity: The Hirer will not be responsible for any mishap or damage caused by hired goods when it is in the care of the Hiree.

Availability and Specifications: Some stocks are limited and availability cannot be confirmed until order and deposit received. Orders will be executed on a first come, first served basis. In the event of non-availability of any item the hiree accepts the nearest alternative or refund if not available.

Surcharge: Orders received after deadline date, late orders, alterations or additions and orders placed on site may be subject to a surcharge and delivery times may be delayed.

Prices: Subject to change at any time and can only be pegged with confirmed order and deposit.

Delivery charges: Charges may be levied for items hired. This will be specified in quote submitted for acceptance.

Order Confirmation and full Payment: Goods and services will only be reserved upon receipt of a signed order / agreement and deposit. Full amount is due before delivery.

Extras: Any extras will be charged and invoiced separately.

Cancellations: Failure to cancel timeously will result in the order, whether implemented or not, still being charged for in full.

Notification of Discrepancy in Order: Hiree to advise the contractor, within four (4) hours of commencement of event, of any discrepancies regarding services ordered and not supplied. After this it will be assumed that orders have been satisfactorily executed and the full hire amount will remain valid.

SPECIFIC CONDITIONS:

Equipment hire and services supplied are subject to the terms and conditions imposed by each supplier of goods, equipment or services according to the service they offer and the above general guidelines do not override or exclude any specific terms or conditions service providers may impose.

Standard SHELLSCHEME Stand Package

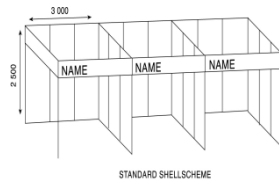


Illustration only – sizes vary: The picture illustrates a stand with dimensions 3m x 3m (9m²). The sketch indicates a typical row of stands, first stand on the left shows a corner stand, the adjoining two stands reflect front facing stands.

Standard shellscheme elements

• Structure

The structure is made up of a modular **aluminium framework** sections measuring approximately 1.0m wide and 2.5m high.

White poly panels (hard plastic type board) are slotted into the aluminium framework to make up the 'walling' sections. The structure has corner braces and depending on the size may have additional perimeter and interior support poles and bracing.

ALTERNATIVE hardboard panels need to be pre-ordered (at a cost) if they will be spoiled or compromised for future use eg painting, gluing on or if they will be cut or drilled into for mounted equipment. Contact supplier to order.

The **Fascia Board** is set between two cross beams at the front of the stand and completes the structure and is lightweight correx board. One fascia for front-facing stands, 2 for corner stands. Perimeter stands are usually front-facing unless otherwise indicated. The fascia may not be removed as the bracing forms an integral part of the structure that supports the side walls and stability to the stand.

• Name on Fascia

One fascia name is supplied – other headers will remain blank unless you order additional fascia signage. Lettering will be applied in PVC vinyl letters, on white correx, in typestyle and colour set for the event, about 100mm high and maximum 30 letters. Name will reflect company name as stated on booking form unless advised otherwise.

• Electricity and power points

One 15 amp (220Volt plug point) per 6m², 9m² or 12m² stand is provided and placed at the back of the stand unless a drawing is received. Power comes from a shared electrical Distribution Board. Where the DB is situated on your stand, it is to be considered as part of the infrastructure and must remain accessible for service. Order additional electrics on Electrical Order Form. Exhibitors to supply own electrical leads and SABS approved multi-plugs. Where the official Contractor is doing all electrical work on your stand, they will provide the electrical COC.

• Lighting

Two spotlights or a fluorescent will be placed behind the fascia.

• Carpeting

Standard grey carpet tiles are included.

• Furniture included

One conference table (1.8m x 400mm D x 750mm H), black cloth and 2 chairs per stand. Additional furniture needs to be ordered.

FOR THIS EVENT THE FOLLOWING IS SUPPLIED:

Standard Shellscheme stand package includes white polypanel shellscheme panels (walling) and frame, one fascia with the Exhibitor name and stand number, 2 spotlights, one 15-amp plug point (round 3Pin RSA socket) and power consumption, carpeting, one conference table (1.8m L x 400mm D x 750mm H), tablecloth (black) and 2 chairs.

TableTop Stand includes one conference table, tablecloth (black) and one chair. No electrics.

Shellscheme Usage

• General

- These items are on hire and may not be removed.
- The structure is a temporary walling system and cannot be used to attach heavy weights or have heavy items leaning against it. This will cause panels to pop out or structure to collapse.
- No part of the shellscheme, internal bracing, poles, fascia beams or boards may be removed.
- The aluminium framework structure and panels may not be tampered with in any way or damaged / spoiled ie no drilling, cutting, making holes, painting.
- Additional components can be ordered ie panels for painting, shelving, doors, counters.
- Damages: Any damage to panels / aluminium structure will be charged for.

• Attachments

- Lightweight promotional materials can be affixed with prestik, double sided tape or velcro for easy removal and with no damage to panels.
- Heavier items need to be hung with hooks / brackets fitted onto the aluminium cross rails and may require additional bracing. Standard hooks may be requested from supplier.
- Plasma screens and the like require suitable brackets. Contact contractors.

• Graphic Presentation

- It is advisable to present your main message at eye level height.
- The structure tends to have some flexibility and movement which should be noted when planning full display graphics and also that the aluminium uprights and crossbeams have a higher profile than the panels.
- Since shellscheme modules vary slightly in size, consider creating standard type graphics which can be reused on different systems.

Shellscheme & Panel Measurements

Important Note – framework measurements and panel substrates change slightly depending on modular systems used by suppliers and stock in hand. Where critical, especially for full graphics, these specifications must be double checked and confirmed with supplier building your event.

Cross Beam: 50mm x 950mm
INSIDE DISPLAY / VISUAL AREA 2380mm H x 950mm W (white polypanel)
grooves 6.5mm Full panel: 2393mm x 963mm
UPRIGHT POLE Full length: 2480mm 40mm diameter
Uprights - mid to mid - 990mm
(GL - Cpt)

FASCIA BOARD: Visual 2930mm on 3m x 300mm H
Actual size: 2943 x 313, bottom 2.1m from floor.

CHANGES: Shellscheme stands are usually in place by the time you arrive on site. Changes requested on site may not be able to be accommodated due to stability issues or electrical wiring that is already installed.

Changes to shellscheme structure need to be requested no less than 21 working days before build-up. Changes to the standard framework set up affects stability, lighting positions and will probably lead to additional panels and bracing being required to stabilise the stand. When a shellscheme stand is significantly altered, it moves from being a standard package and becomes a custom stand ie 'Temporary Structure' for regulatory purposes and all that this entails.

There are simple ways to enhance a shellscheme stand to create a more bespoke look, without compromising the structural stability and still keeps it classified as a standard unit. Chat to the organisers.

Changes attract additional charges.



Security



Responsibility: Exhibitors and participants are responsible for the security of their own stands and its contents, including items on hire.

Security presence for this event: The organizers will arrange for 24 hour general perimeter security from the beginning of build-up to the end of the scheduled break-down period which will cover the main access points of the venue and random patrolling. **Security will monitor the area in general as well as suspicious behaviour. They are not appointed to monitor individual stands and possessions.**

Whilst reasonable precaution is taken to ensure the safety of items and that the premises are adequately patrolled and secured, the organisers, venue and security contractor expressly disclaim responsibility for any loss, damage or accident that may occur to any property.

Individual Stand Security: Where a company wishes to arrange a dedicated security officer (day and/or night) to guard their stand and possessions, this can be provided by the official contractor and must be pre-ordered before build-up. No other security personnel / contractor may perform security duties on the premises.

Security considerations and recommendations:

- During build-up & break-down, due to the large numbers of people moving in and out of the hall, your stand contents are especially vulnerable to theft. Plan accordingly.
- Ensure someone is on your stand from beginning to end of exhibitor access and until the hall is fairly clear of people.
- Do not rely on other people to secure your stand and goods. You are responsible for your own goods.
- Never leave your stand unattended.
- Valuable items should be kept under constant supervision to deter opportunistic theft. Handbags, wallets, laptops, cellphones and electrical items are particularly at risk. These items are easily placed in a bag and impossible to trace.
- Remove valuable or critical items each evening when event closes and return in the morning.
- Display small portable and appealing items towards the back of the stand and not within grabbing distance.
- Secure enticing objects out of view when you are not on your stand. i.e. pack items out of sight, seal in boxes, cover display material. Use the table and/or chairs as well as some barrier tape or similar to block entry into your stand. Flimsy as this may be, it does convey a message.
- Electronic equipment: plasma Screens, TVs, video machines, DVDs should be secured and clearly marked with stand and owner details.
- Keep serial numbers of electrical equipment for identification.
- A lockable unit or an Expo Screen cover, although not 100% guaranteed, acts as an effective deterrent for the safeguarding of your goods.
- Limit valuable items on stand by delivering on a daily basis or as required.
- Keep inventory control with a simple 'in/out' hand written stock sheet that can be completed by staff members. Goods are often not lost, just mislaid.
- Report suspicious behaviour to the closest official. Thieves often work in groups and use distraction techniques.
- Loss of property should be reported immediately. This verification may also assist insurance claims.

The appointed Security, venue or organisers reserve the right to:

- Request a detailed inventory and description of all items being brought onto the premises validated by orders or invoices,
- Request proof of identity, register all persons entering the premises and/or search anyone entering or leaving the premises,
- Inspect or search any item brought onto or leaving the premises including vehicles and trailers,
- Hold any item while proof of ownership is established.

Insurance & Liability

■ OWN RISK / LOSS & DAMAGE

All goods are brought to venue AT OWN RISK and exhibitors are responsible for the safety of their own stand, exhibits and contents, including items on hire, at all times, and should take whatever steps and precautions deemed necessary for this protection.

The Organiser is not responsible for Exhibitor / Contractor insurance cover.

■ INSURANCE

Exhibitors are responsible for and must arrange for suitable and appropriate insurance cover for the full duration of the exhibition, including build-up, break-down, goods in transit and hired items in their care, until all property is removed from the venue. This cover to include comprehensive protection, all risks, loss, theft, damage to goods and property as well as 3rd party public liability cover for loss / damage / injury or death to any person. The Organisers have the right to demand proof of cover.

Contractors are responsible for carrying their own comprehensive insurance, 3rd party public liability and Workmans' Compensation for their staff. Contractors are responsible for their staff and the control of their equipment at all times and shall be liable for any claims which may be made in respect to injuries or damage which may arise or be caused by the use of equipment or actions of their staff. Public liability cover should be R5 million minimum.

■ DISCLAIMER / EXCLUSION OF LIABILITY

The owners of the event, all sponsors, the venue and/or their directors, appointed officials, agents, employees, suppliers or servants shall not be liable to any visitor, participant or exhibitor at the venue for personal injury to, harm or death of any person or loss of, destruction or damage to any property of whatever nature, belonging to the visitor or exhibitor, on the property or at the venue, however arising or caused.

■ INDEMNITY FORMS

Exhibitors and exhibitor appointed Contractors will be required to sign Indemnity forms or Health & Safety Contract Agreements from both the organiser as well as the venue as necessary.

notes

PROOF OF INSURANCE TO BE SUBMITTED:

The sponsor / exhibitor shall insure its exhibit and display materials, and must have in place, during the buildup, breakdown and show opening days, a valid insurance contract with a reputable insurance firm carrying a minimum of the equivalent to £2,000,000 (two million British pounds) worth of Public Liability insurance against damage and/or loss of property and for death and/or personal injury. Proof of insurance must be submitted to brittany@seatoskymetings.com.



Working on Site



- Care must be taken of building, fixtures and grounds.
- Keep critical aisles clear and emergency exits and access leading up to exits to remain unobstructed at all times to allow for easy egress (Fire Regulation).
- Aisles may not be commandeered as working areas, nor shall materials on site impede, delay work on other sites or general movement.
- Work neatly and remove extraneous materials on a continual basis.
- Stand builders to bring their own cleaning materials and vacuum cleaner as necessary. Protective floor covering should not be removed until all wood shavings and sandpaper dust properly cleaned up.
- Dust to be controlled and have no impact on other exhibits.
- Cable Runs - Where cables need to run across the floors, clearly demarcated cable cover ramps or purpose made rubber matting should be used to cover and protect cables and negate tripping. Permission is required. Where floor service ducts or power points exist, suitable access must be maintained for service and emergencies
- Structures should be prepared and pre-constructed off site to minimise on-site construction. The venue cannot serve as your workshop and excess working will be prohibited due to noise, fire and safety concerns. This includes cutting, machining, drilling and messy procedures ie painting, wallpapering.
- Outside 'Prep' & workshop area: Work in the designated outside area set aside by the venue. Where this is not possible, work must be done off-site.
- No cutting, frilling, painting or any other kind of construction work will be allowed without proper use of drop sheets.
- Painting to be kept to the minimum. Water based paint only. No spray painting in venues. Only minimal 'touch-ups' to take place inside. Storage of paint on-site is prohibited.
- Water for cleaning: check where venue will allow for brush cleaning and the like. Restrooms may not be used.
- Staff breaks: keep area clean and dispose of food debris, takeaway containers and empty cans immediately. No alcohol.
- Motorised work units: mechanical or motorised Lifting equipment: MEWP (mobile elevated working platforms) – scissors lifts / cherry pickers - and Driven Machinery (forklifts) may only be operated by competent and licenced operators with valid licences on site. Protective boards are required on floors
- Rigging: This may only done by official contracted service provider to the venue.
- Late working: This may only occur by prior arrangement and where the hours of the safety officer and medic can be extended. Cost for own account, paid before late working continues.
- Construction deadlines: See event time schedule.

Some **practical reminders** to assist in a safe working environment:

**SAFETY
FIRST**

- Plan and organize what you want do before you move onto site
- Keep work areas tidy - trips and slips are the most common cause of injuries.
- Keep work areas clean –Use protective floor covers, vacuum frequently and pick up sharp nails and staples. Bag waste and remove on a regular basis.
- Power Tools – Use properly, safety features intact, check electrical cords. Tools may not be left unattended and attached to a live power supply.
- Trailing leads kept to minimum length and not cross aisles / traffic routes.
- Lighting – provide adequate lighting in work area.
- Personal Protective Equipment (PPE) is mandatory - protective clothing, eye, ear and hand protection, safety footwear, hard helmets where relevant
- Cordon off working areas with appropriate barrier tape and signage and restrict access to hazardous areas. Indicate hard hat area as necessary.
- Welfare of staff: Implement suitable rest periods and provide a meal and beverages if necessary. Ensure access to drinking water and toilets as well as washing facilities where possible.
- Equipment: test for faults, ensure suitable for safe use, safely set-up, properly maintained and fitted with safety guards and controls,
- Working at height: Falls from height can cause serious injuries and fatalities. Tower scaffolding to be properly constructed complete with safety features to accepted standards. Work from a safe and secure place or platform with proper edge protection, toe boards and guard rails. Never over-reach.
- Ensure ladders are in good order. Do not use a chair to stand on.
- Never throw items down to floor from height.
- Manual handling: Do not lift heavy items by yourself. Reduce carrying loads and awkward shapes. Use mechanised means where possible.
- All equipment and tools to be in good working order and have current and valid maintenance records.
- Flammable and hazardous materials: - See section SAFETY & FIRE REGULATIONS. All activities having a risk factor require prior approval and permission.

■ CARE OF VENUE PROPERTY & GROUNDS

Existing building and fixtures

No attachment, fixing or detachment of existing equipment, suspension of items, painting or any defacement may be made to any interior or exterior part of any building or grounds without prior knowledge and consent from Venue. This includes walls, floors, ceilings, pillars or girders or any other structure or fabric of the venue. All structures are to be built 200mm away from any artwork or displays on the walls.

Floors - Care must be taken with existing flooring / carpets / surfaces and protective covering laid where necessary.

Floor Tape - Where non-damaging adhesive double sided tape or other fixing materials are permitted, all materials are to be removed and the floor cleaned to be free of residual glue and marks. Neutral and non-abrasive cleaning materials to be used or check with Venue.

Fire, Safety Equipment and exits

See under Safety at Events.

Care of grounds

Drive Slowly on designated roadways. Be aware of paving, curbs, fencing and landscaping. No trees may be used as rigging points for tents, lights or banners. No plants to be removed or damaged. .

Damage to venue or grounds

Where damage is done to building or grounds, the company involved will assume full responsibility and be liable for the cost of cleaning, repair and restoring any delapidation to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf.

Contractor Accreditation

◆ CTICC VENUE ACCREDITATION

Some venues have accreditation and induction procedures for working on-site and exhibitors / contractors are responsible for obtaining their own credentials as necessary. This may include attending an induction presentation and lodging certain documentation. This accreditation is additional to what the event and organisers may require.

All non-approved service providers at the CTIC have to complete on-site safety induction and registration to gain access into the building. This is in accordance with the CTICC Rules and Regulations and the induction process provided by the CTICC.

All service providers must wear a company name badge and/or clothing featuring the company logo at all times. Non-preferred service providers will be provided with a wrist band that must be worn for the duration of the event, including build-up and strike. This will be issued once safety induction has been completed.

CTICC has the following documents available on their website and these can be sent to you via email.

1. Access Regulations for Service Providers and Contractors, including Access Request Form (complete and return to CTICC)
2. Collection of accreditation badges on site
3. Induction Manual 2016

◆ EXHIBITOR APPOINTED CONTRACTORS / STAND BUILDERS

Contractors are subject to all event and venue rules, requirements and procedures. Staff to be supervised on site and should be identifiable by uniform. They are to co-operate with official contractors.

DELIVERIES ONLY: Where a company is purely delivering items to a stand, they do not need contractor access accreditation. If they are delivering and also installing or setting up any equipment, then they are required to apply for CTICC Contractor accreditation. Deliveries should be accompanied by in order / invoice for security purposes.

Custom Stands & Temporary Structures (Construction plan required)

Companies who are not utilising the standard shell- scheme package option and have elected to build a self constructed stand (temporary structure), designed and built by themselves or an appointed stand builder contractor are required to submit detailed construction and safety documentation.

Costs: Any costs related to temporary structures including creation of plans, approvals and compliance to be borne by exhibitor / contractor.

FOR THIS EVENT, Space stand include carpeting if required, one single phase Distribution Board and 2 plug points. Plans to be submitted for approval. Custom stands must order an electrical COC for their stand and supply an Engineer's Certificate on completion of build.

Maximum height for stands: 4.0m High

Please note that all walls built higher than adjoining stands are to be clad in a neat white finish facing the lower stand., up to the height of the lower stand.

The Premise behind Structural stability for temporary structures:

A temporary structure should be constructed to ensure that it is stable for its purpose, with materials that meet fire and safety regulations and that electrical installation meets compliance, and the structure, within the event, offers a safe space for visitors.

COMPLIANCE

Regulations and procedures govern the building of Temporary Structures. The main controlling Authorities and Statutes, under which these rulings fall, are the National Building Regulations and SANS 10400, Fire and Safety Regulations, SA Electrical Regulations, the Occupational Health & Safety Act and the Safety at Sports and Recreation Events Act, 2010 and SANS 10336, as well as any local authority bylaws that relate to these sectors ie the City of Cape Town Building Department.

PROCEDURE

Documents as set out below are to be submitted at least 45 days prior to the first day of build-up for preliminary approval to build.

It remains the responsibility of the exhibitor and their appointed stand builder to show full proof of compliance to authorities that the stand is safe for public use.



DOCUMENTS REQUIRED

A - BUILDING PLAN DETAILS for submission

- Detailed scaled plans with dimensions, plan views with side, front and top elevations as well as illustrative sketches.
- Technical specifications and structural plans to assess the structural safety and stability of structure.
- List of Materials / finishes to be used in the construction and materials declared that will have been treated with fire retardant substance.
- Electrical wiring and lighting specifications.
- City of Cape Town requires stand builder to provide a structural engineer's appointment (BDM12) and a structural Certificate (BDM 13) on completion. ((Forms from CoCT Planning and Development Management Department)
- Risk Assessment, method statements, Safe Working Procedures that will be in place.

B - CONTRACTOR COMPANY DETAILS

- Contractor details, scope of work, letter of appointment, full company name and details, registration, responsible persons in charge with contact details.
- Workmen's Compensation: Letter of good standing (COID certificate) with the Compensation Commissioner or letter / declaration / proof of cover for staff injuries.
- Copy / proof of suitable comprehensive insurance cover plus 3rd Party Public Liability to the value of least R5 million.

C - ON SITE DOCUMENTATION REQUIRED

- The issue of an electrical COC (Certificate of Competence) once wiring and installation is completed, handed to organiser.
- The issue of a engineers Structural Certificate once structure is built.
- Working Agreement / Indemnity / Compliance Contracts that are required from Venue and/ or organizer.
- A SAFETY FILE to be held on site and this should contain all submission and supporting documentation, approvals, certificates, as necessary, ie Fire Retardation Certificates.

■ **INSPECTIONS:** See under SAFETY AT EVENTS.



Stand Construction & Design

The following guidelines should be adequate for most smaller events and for stands that are not complex in their construction. Further advice should be sought or confirmed with building specialists or in the industry specific regulations.

■ GENERAL

- **STAND DESIGN:** design may not impede, detract from, dominate, invade or obscure other stand spaces.
- **ENCROACHMENT:** No part of any stand, display, signage, equipment, corner posts, lighting or any other fitting shall project into or overhang any aisle, adjacent stand or public area at any level.
- **ADEQUATE VISITOR SPACE:** Where activities are planned and an audience is expected, sufficient space must be allowed within the stand design to accommodate spectators.
- **SAFETY ON STANDS:** Practical measures should be implemented ie stabilize exhibits that may be easily knocked over, avoid glass shelving, use appliances with automatic switch-offs, etc.
- **ACCESS FOR STAND MAINTENANCE:** Maintenance on stands should be able to be done from the inside of the stand. It is not always possible to get to the back of the stand, even if the stand is situated on a perimeter wall of the hall.

■ SIGNAGE / BRANDING

Signage should be professionally, if simply, produced.

Signage may not

- be attached to any part of the building.
- impact on / affect the aesthetics of adjoining stands.
- be higher than 2.5m H from floor without permission.
- protrude over aisles or common areas.

High Signage: Should signage be higher than an adjoining stand it must be clad in plain white board on the reverse side to present a neat appearance on the side overlooking the lower stand. This also applies to fabric signage that tends to be visible on reserve side.

Portable Branding: Tear drop banners / pull-up banners may not project / protrude into the aisle and inhibit line of sight viewing of stands.

■ BUILDING & CONSTRUCTION

- **MAXIMUM BUILD HEIGHT:** Where planned construction height is over 2.5m H, contractors need to confirm maximum build height stipulated for the event with the organisers. Should this differ from the venue allowances, the Event maximum height stipulation applies.
Maximum height for this event: 4m H, no double storey structures.
- **FREE STANDING:** Temporary structures are to be free-standing.
- **HEIGHT DIFFERENCES IN ADJOINING STANDS**
Where a stand is built higher than an adjoining stand, it is the responsibility of the builder of the higher stand to clad (finish off) that part of the stand (dividing wall) that faces the lower stand to the full extent to which it is visible. This reverse side to be in a plain white finish to present a neat and unobtrusive appearance. Please remember that stands are being built lower, and portable stands are often between 2.0m – 2.4m H, so plan to finish off reverse side of stand to at least 2.0m H
- **GLAZING & GLASS:** Clear glazing should be marked to be easily seen, eg warning stripes, to prevent 'walking into' occurrences. Exhibits with glass components should be stable and glazing specifications should provide protection from shattering. Glass shelving should be avoided.
- **COVERED STANDS:** ceilings / awnings / fabric or other
Ceiling structures require additional fire detection and safety equipment eg fire extinguisher and fitted smoke detectors. Plans required. Some venues prohibit ceilings where these obstruct / inhibit the effectiveness of smoke detectors and sprinklers.

- **SUSPENDED ITEMS:** No items may be suspended from any part of the venue structure without permission. All fittings shall adhere to load capacities of attachment points and shall be fitted with secondary safety lines and attachments. Specs and plans required.
- **Aerial / suspended items:** No signs / branding may be suspended from any ceiling or building structure without full plans and permission and by an authorised rigging contractor. (Not allowed for this event).
- **SEATING:** layout plans required: space per seat, seats per row, securing of seat rows, seat fire rating, aisle widths, means of access and egress, wheelchair provision and the like. Raked / tiered seating requires structural plans.
- **RAISED FLOORS, PLATFORMS & STAGES:**
Floors should have a sloped nosing edge and be clearly demarcated to avoid being a tripping hazard.
Platforms should be a minimum height of 100mm and include a ramp and step section, clearly demarcated.
Staging over 400mm and steps with handrails to conform to national building regulations. Plans and structural certificate required.
Where services are run under raised structures, such voids to be fitted with smoke detectors.
- **EXISTING FLOORS & ADDITIONAL FINISHINGS**
Added flooring: protective covering to be laid over existing floor, before temporary flooring is added eg builders plastic or chipboard. Substrates and under-lays to have fire treatment.
No attachments or fixings allowed.
Floor finish should be an even surface and slip resistant. Change of surface treatment to be clearly conspicuous with easy transition over different coverings. Mats should be avoided as they pose a tripping hazard.
Where it is permissible to use, all tape is to be removed, floor cleaned of residual glue and marks. Contractor concerned will be billed for additional cleaning where necessary.
- **FLOORLOADING:** See 'Venue Specs' for weight restrictions. Where heavy items are to be moved into hall, routes, doors, floor ducts, floor coverings and the like need to be taken into account. Organisers require details.
Where critical, equipment to be marked with weight indicators. Suitable Base / weight spreader plates required, specially where operating equipment causes vibrations which can lead to the floor loading being significantly reduced and where structural points are positioned over ducts/trenches and other vulnerable areas
- **DRAPES, HANGING MATERIALS:** Where fabric drapes or the like are used as part of a display, such draping to be kept clear of electrical wiring, fittings and lighting and drop no lower than 5cm above the floor. Material to be secured off the floor and fixed tautly to a solid backing to avoid movement and prevent tripping accidents. Fire Certificate required.
- **LIGHTING EFFECTS** – see section YOUR PARTICIPATION
- **WALLING OF ENCLOSED AREAS:** Designs having long runs of walling should incorporate features along the aisle side that provides for a pleasing and aesthetic appearance.
- **PAINTING:** Water based paint to be used. No spray painting on site.
- **COMPRESSED AIR:** requires notification and permission.
- **WATER FEATURES:** care must be taken to keep water clean and free from bacteria or other health risks. Pools require a containment area for protection against possible leaks.
- **PLUMBING, WATER & DRAINAGE:** This service is supplied by a venue designated contractor unless stipulated. Request a stand allocation that will facilitate a plumbing connection. Some venues cannot provide this service.

notes

STAND FOOTPRINT: The generic measurements of ie 3m x 3m for a stand size are used, but that is not completely true. When building custom stands it is prudent to design structure at a marginally lesser figure so that the stand is able to fit neatly between runs of shellscheme stands. It is not always possible to get a corner stand where you have some margin to move.

PORTABLE UNITS: The above also applies to portable branding walls and the like, so that the unit will sit comfortably along a 3m back wall without sitting at a slight angle as so often happens. If you usually use portable units within a shellscheme stand, then height should also be considered, so that fascia board compliments, rather than hides the top graphics. For units higher than 2.5m contingency should be made to add a plain fabric finish, as necessary, on the reverse side of the unit to ensure a plain white finish facing adjoining stands, in the same way as is required for custom built stands.

Fire Regulations

• MATERIALS, FLAMMABILITY & RETARDATION:

Fire Regulation: No combustible material with a high fire rating may be displayed or used at any event.

However, where flammable / combustible materials and components are used in any form of construction or exhibit, the following procedures apply. All materials used must:

1. be declared;
2. be correctly treated with a fire retardant substance / flame retarding compound (as approved by Fire Services & SABS standards) to attain a low level of combustibility and so render them safe to use, prior to construction.
3. by a recognised fire retardant contractor, who needs to issue a current Fire Retardant Certificate. All certificates to be held on site for inspection. Should no certificate or approval be forthcoming, the Fire Department / local authority have the right to close stand or issue a fine.
- 4.

Materials used should be able to pass a test of flammability or the surface spread of flame and should not ignite when subjected to a flame for 10 seconds.

Some examples of material use:

- Fabrics, drapes, hangings, upholstery, decorative materials must be rendered non-flammable.
- Timber of any thickness should be treated and flame resistant and chipboard or block board should be at least 16mm thick.
- Plastics and boarding: flame resistant or treated
- Paints & surface treatments: only water-based paints may be used. Hessian, straw, thatch (hay, hessian banned in Jhb)
- Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, open PVC sheeting,
- Polystyrene products / polyurethane inserts are prohibited unless treated.
- Untreated wallpaper and similar surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.
- Carpet fire rating as per SANS10400.

MORE SAFETY AND FIRE REGULATIONS

These activities, if planned, require prior notification as liaison with Fire and Emergency Services and other authorities is necessary to obtain approval, which will be subject to all compliances being met..

- OPERATING MACHINERY, WORKING APPARATUS & ENGINES: Equipment to be properly maintained and professionally operated with adequate safety devices and cover guards installed to prevent injury to both public and operator. Warning signs to be provided. Machinery shall be electrically and mechanically disconnected, except when in use. Starting switches should be isolated. Machinery to be securely positioned to prevent slippage.
- GAS INSTALLATIONS: require full gas and service plan submission and Fire Department approval. Limited containers only allowed on site (per venue) at any time and change overs may not be affected during event open hours. No inflammable liquid or LPG shall be used within the Venue without prior permission.
- DISPLAY OF VEHICLES OR MOTORIZED UNITS: Please request separate guidelines available from co-ordinator.
- NAKED FLAMES: Open fires, candles, gas heaters. Not allowed.

- DANGEROUS / HAZARDOUS / FLAMMABLE SUBSTANCES: Prior written permission is necessary.

Handling: Items to be declared and handled in the safe and proper way.

Storage: Proper storage practices to be followed for each substance, including purpose-made safety storage containers. Minimum quantities to be brought onto site and placed in venue designated areas or brought onto site as needed.

Disposal: Items to be removed for safe and proper (segregated) disposal off site

ITEMS include but not limited to liquids, gasses, chemicals, oils, fires, paint, fuels / petrol, explosives, radio-active materials, items of a noxious nature, ammunition, maroons, theatrical and film effects, flares, signal rockets, flaming torches, equipment producing heat, smoke, noxious fumes or odours and creating air contamination.

- AIR CONTAMINATION: Items / equipment that produce fumes, exhaust or smoke must be dealt with accordingly and have vents leading to outside if necessary. Request suitable stand allocation.

• SPECIAL EFFECTS: Fireworks (Pyrotechnics), lasers, strobe lighting, ultraviolet lights (UV), and the like require full briefs and approval from relevant parties. Smoke machines or similar interfere with the smoke detection systems. Alternative safety measures need to be implemented. The SAPS Explosives Unit & Area Fire Protection must evaluate planned pyrotechnics programme.

• ISOLATION of the fire detection system is not allowed. Should hazers, dry ice, foggers or smoke machines be used, these must be declared and approved prior to use. Where it is necessary to isolate the fire detection system in a certain area, a trained Fire Marshall must be appointed and on duty with an appropriate hand-held fire extinguisher.

• HOT WORK: flame cutting, oxy-acetylene cutting, welding operations, gas/oil blowlamps, angle grinders, LPG burners, soldering etc. within the grounds of the venue requires permission and a Hot Working Permit. Some venues do not allow.

• ADDITIONAL FIRE EQUIPMENT: the Fire Department may specify additional fire and safety equipment to be provided on a stand by exhibitor if deemed necessary.

Electrical Power, Installations, Connections & Equipment

Official Electrical Contractor

An Official Electrical Contractor will be appointed for the event.

For safety reasons and for the protection of electrical installations at the Venue, all main power installations from source to outlet may only be carried out by this appointed electrical contractor ie only contractor allowed to access power from venue utilities and provide and install power sources such as distribution boards to areas and exhibition stands.

Electrical installations and wiring

- Any electrical equipment brought onto the premises must meet regulatory compliance. Equipment should be checked before connecting to the venue power and faulty and non-compliant equipment removed from premises immediately.
- Any installations and wiring must be undertaken by a competent Wireman registered with the Electrical Contractors Board and must comply with SA Electrical Regulations 2009 and as prescribed in SANS 10142, Occupational Health & Safety Act (85 and 181 of 1983) as amended, Labour Regulations Act (66 of 1985), SABS approved wiring and equipment, and any other requirements made by local and other Authorities.
- The venue / official electrical contractor reserves the right to specify higher standards for installations than those prescribed in SANS 10142, OCCHSA or current SA Electrical Regulations. .
- Regulations also apply to pre-fabricated stands, pre-wired displays, connected lights fittings and installed equipment / machinery.
- Power loading restrictions are to be adhered to.
- Electrical Distribution Boards must remain accessible at all times for maintenance.

- No electrical installation and or fitting may be suspended from the ceiling or fixed to any part of the building structure without prior venue approval in writing.
- DAMAGES: No electrical equipment should damage or interfere with the existing venue electrical installations or supply. Contractors supplying equipment and installations causing damage to the power grid and/or venue power source will be held liable for damage costs.

The issue of an electrical Certificate of Compliance (COC)

Electrical installations must meet compliance and an electrical Certificate of Compliance (COC) attesting to this fact is required for each installation and this documentation to be lodged with the official electrical contractor or event organiser on completion of work. COCs must be submitted before the event can be opened to the public.

This applies to all custom / modular stands. The official contractor will, by prior arrangement and fee, issue a COC for an electrical installation done by an exhibitor appointed contractor.

Shellscheme stands: where the official contractor is installing all the electrical work on the stand, they will issue the COC.

Exhibition Stands or exhibits

- Power is shared and power loading restrictions must be strictly adhered to. 15 Amps are allocated per stand to cater for most exhibition requirements.
- Electrical installations and equipment need to be safely installed and safe for use.
- Electrical equipment is on hire and may not be removed.
- 24 hour power needs to be confirmed and arranged.
- Electrical consumption, unless otherwise indicated, is included.
- Electrical accessories: Extension leads, cabling, adaptor connections or international conversion kits are not supplied by the electrical contractor. Please provide yourself.
- Where an electrical Distribution Board is placed on a stand, it must remain visible and accessible for service by electrical officials. It may not be locked in a cupboard/store or built in / hidden within the construction or under raised flooring.

Electrical Orders

All power requirements need to be ordered from the official electrical contractor. An Order Form will be sent to exhibitors.

'Space only' / custom stands are required to order a minimum of a single Distribution Board to get a source of electricity to stand as well as the required number of plug points.

Standard Shellscheme Packages usually include some lighting and plug points. Please check before ordering additional.

Diagrams for electrical positioning and changes

Electrical fittings will be placed at the discretion of the electrical contractor unless a sketch plan with specific positioning is provided prior to build-up. Electrics are placed towards the back of a stand space as a standard.

On-site changes will attract immediate additional charges and in some cases it may not be possible to move already installed cabling and fittings.

General information: wiring, connections, fittings and usage

Points below are intended to answer some FAQs, but in no way covers all the regulations and serve as guidelines only. The official contractor will happily advise and assist with queries and will also be able to confirm city or venue specifications or special requirements.

- Power is shared and power loading restrictions must be strictly adhered to.
- No double adaptors permitted. Only SABS approved multi-socket or multi-extender plugs must be used.
- Only one SABS approved 2-way or 3-way multi-plug-socket inclusive of overload protection is permitted per 15 Amp plug point. Organisers can restrict their use or disallow altogether without notice.

- Use of a two pin plug in a three pin socket, without proper adaptor is prohibited. Temporary clips or other 'jimmied' connections prohibited.
- Multiple wiring is not permitted to terminate to a single 15A plug top
- Where laser printers, refrigeration or other heat generating equipment is used, one plug point per item should be used.
- All heating appliances must be thermostatically controlled.
- NO twin flex is permitted, cabtyre cable must be used. This also applies to portable electrical items.
- Where an electrical Distribution Board is placed on the stand, it must remain visible and accessible for access by contractors and officials. They may not be locked in a cupboard/store or built in / hidden within the construction or under raised flooring.
- All electrical fittings, equipment, accessories including wiring, plugs, transformers, DBs must comply with accepted industry standards and regulations and be SABS approved.
- Precaution against heat: Heat generating equipment and lighting shall be suitably installed and not contravene fire regulations. They shall be kept away from flammable, non-heat resistant or heat-conductive surfaces, decorations and other combustible exhibits. No cabling may come in direct contact with draping / décor materials.
- The use of twin flex or 2-core ripcord for wiring on stands, including internal wiring is not permitted.
- All wiring systems to be insulated flexible cables with copper conductors with a minimum cross section area of 1.5mm² eg. 3 core cabtyre and must have the appropriate circuit breaker to protect the cable eg 1.5 – 15A max..
- Approved wiring includes:
 - Cabtyre: 3-core 1.5mm and larger (live, neutral, earth)
 - Surfex: 3-core 5mm and larger (live, neutral earth)
 - Trailing cable 3-phase (red, white, blue, neutral and earth)
 - Twin flat and earth 1.5mm and larger
- Single core and open wiring may not run through stand supports.
- Open wiring – Insulated single core cables (colour coded to differentiate Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m. Wiring across walkways using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2.5 m. Wiring may not be subject to possible mechanical damage.
- Metallic structures / conductive elements with electrics affixed thereto must be earthed to DB and double earthed to the venue earthing system.
- Termination points on a wire-way need to be insulated and of a mechanical nature i.e. screw or strip connectors or ferrules and must be enclosed (no twisting of wires).
- Joints in trailing cable permissible with the use of C-Form couplers that are made according to SANS 10142 part1.
- Lighting is to be looped from fitting to fitting with all terminations secured and concealed.
- Transformers to be mounted on a structure and not placed directly on carpeted flooring and may not be concealed from view or access. Only approved transformers with overload fuse are permitted. Allowances must be made to allow heat dissipation as severe heat build-up is a fire hazard. Electrical transformers to be used where possible.
- Fluorescent fittings must be earthed.
- The use of halogen lights pose a fire hazard and require approval.
- Neon Lighting may not be installed without prior approval. Each Neon light to have a clearly marked and accessible 'Fireman's switch'.
- No electrical installation / fitting may be suspended from venue ceiling or fixed to any part of the building structure without permission.
- Heavy electrical usage may require additional and suitable fire extinguishers at stand.
- Cabling running across any aisles or open floor spaces must be adequately covered to pose no trip hazard whatsoever. Cable

tracks or ramps are recommended. No cabling may run across fire escape exit doors.

Power outages and disrupted supply

The Venue / Organisers cannot be held responsible nor liable for any loss or damage claims due to power outages, spikes and surges in current supply which may come about by any reason whatsoever. Sensitive equipment should be suitably protected. When power goes off, equipment should be manually shut down and disconnected and only restarted when the power comes back on and has stabilised.

notes

Please direct EXHIBITION ENQUIRIES to
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