



Dear Exhibitor

Re: Event participation confirmation

Congratulations on your confirmed participation at the above mentioned event.

To ensure you have a successful event, please ensure you read through this document and fill in all the attached Forms by the indicated deadline to avoid any disappointment.

Should you have any queries, please contact **Volente Mackenzie** on **+27 11 516 4055**.

Thank you for your partnership in this successful event.

Kind regards,

Edutech Team 2018



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Terrapinn is a business media company. Our products are trade exhibitions, conferences, training solutions and electronic and print publications.
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YOUR EVENTS TEAM

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EXHIBITION SCHEDULE

BUILD-UP – MONDAY, 8 OCTOBER 2018

06h00 – 24h00	Contractors Only – Compex (Hall 1)
12h00 – 24h00	Raw Space Exhibitors build up (Hall 1)
15h00 – 24h00	Shell Scheme Exhibitors build up
15h00 – 17h00	Exhibitor badge collection
24h00	Venue closes

SHOW DAY – TUESDAY, 9 OCTOBER 2018

08h00 – 09h30	Final touches to stands
10h00 – 17h00	Exhibition open to visitors
17h00	Venue closes
17h00	Networking Cocktail

SHOW DAY – WEDNESDAY, 10 OCTOBER 2018

10h00 – 17h00	Exhibition open to visitors
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BREAK DOWN – WEDNESDAY, 10 OCTOBER 2018

17h00 – 19h00	All exhibitors to clear out stand contents. Anything still on the stand at 19h00 will be removed by the contractors.
19h00 – 24h00	Stand breakdown for the contractors and exhibition
24h00	Venue Closes.

CONFERENCE SCHEDULE

MONDAY, 8 OCTOBER 2018 – Pre event workshop

08:00 – 16:30	Learning to Code in a Day, The business of Private Education in Africa, Makerspaces & VR Cyber Bullying
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TUESDAY, 9 OCTOBER 2018

08:45 – 18:00	Edutech VIP Conference
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WEDNESDAY, 10 OCTOBER 2018

08:50 – 16:30	Edutech VIP Conference
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FORM 1 – ORDER CHECKLIST

COMPANY NAME	_____		
CONTACT NAME	_____		
VAT NUMBER	_____	STAND SIZE	_____
TEL NUMBER	_____	MOBILE	_____
FAX NUMBER	_____	EMAIL	_____
SIGNATURE	_____	DATE	_____

FORM	DESCRIPTION	SHELL SCHEME	RAW SPACE	CHECK
1	Order Checklist	Compulsory	Compulsory	
2	Invoicing Details	Compulsory	Compulsory	
3	Fascia Name	Compulsory	N/A	
4	Electrical Hire	Included	Compulsory	
5	Electrical Fitting Plan	Compulsory	Compulsory	
6	Furniture Hire	Optional	Optional	
7	Carpet Hire	Compulsory	Optional	
8	Plant Hire	Optional	Optional	
9	Stand Security	Optional	Optional	
10	Freight Forwarding & Handling	Optional	Optional	
11	Notice of Intent	Optional	Compulsory	
12	Plasma Screens and AV Hire	Optional	Optional	
13	Telecommunications	Optional	Optional	
14	Catering Order	Optional	Optional	
15	Visitor Tickets	Optional	Optional	
17	Parking vouchers	Optional	Optional	
18	Banners & Printing	Optional	Optional	
19	Promotional Staff	Optional	Optional	
20	Accommodation	Optional	Optional	

** Shell scheme exhibitors please note that the above mentioned compulsory order forms are already included in your package. We require these forms in order to customise your stand.

FORM 2 – INVOICING DETAILS

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

INVOICING DETAILS

OPTION 1# INVOICE COMPANY PARTICIPATING

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
EMAIL		
POSTAL ADDRESS		
VAT NUMBER		

OPTION 2# INVOICE CONTRACTOR / STAND BUILDER / PR OR MARKETING COMPANY

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
POSTAL ADDRESS		
VAT NUMBER		

NB: This form must be attached to all orders

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 SEPTEMBER 2018**

STAND DESCRIPTIONS

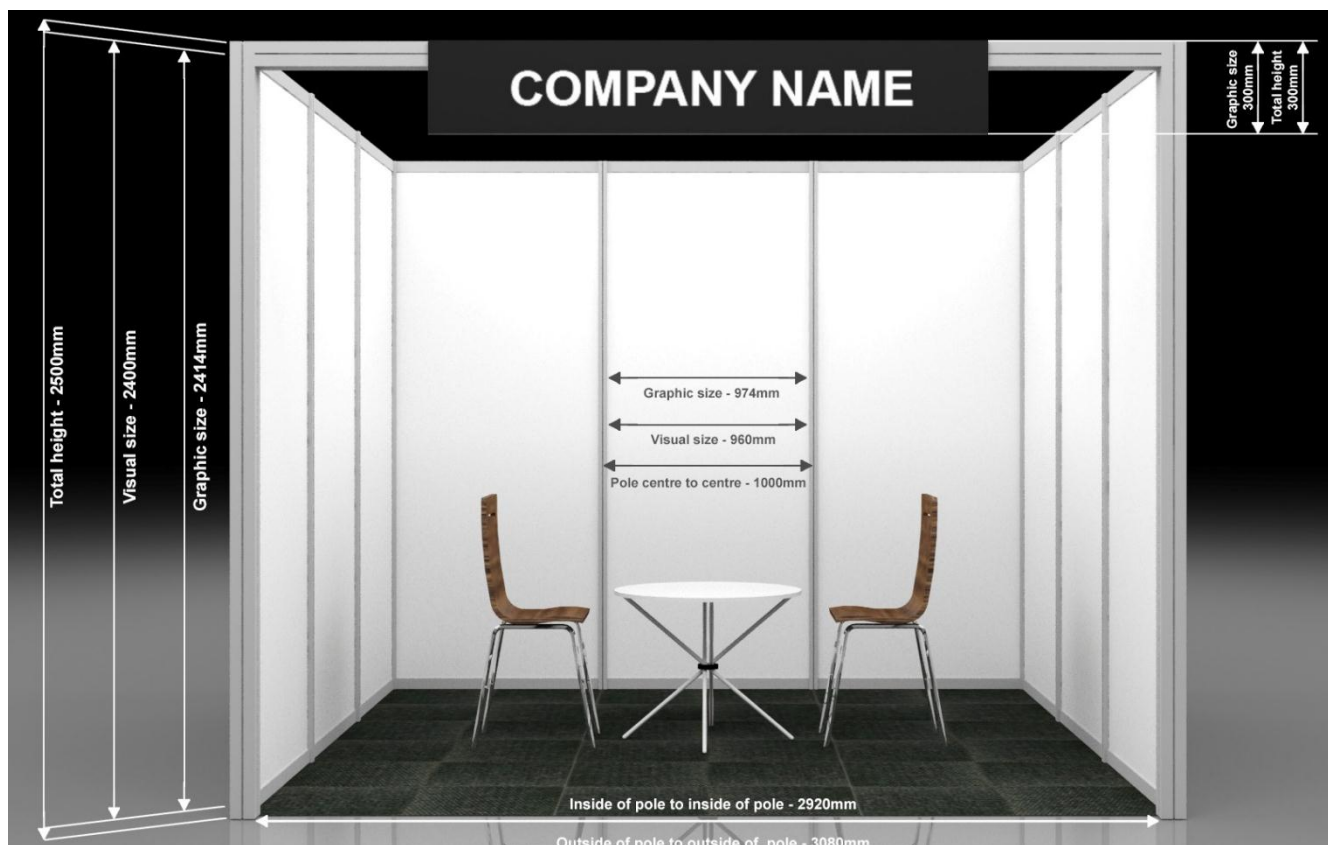
SHELL SCHEME PACKAGE STAND

The package for 9m² stand contains the following:

- Space
- White shell scheme walling, 2.5m in height - side & rear (depending on positioning & requirements)
- 1 x Plug point
- 1 x Fluorescent Light
- Fascia - displays exhibitors name OR product name
- 2 x chairs
- 1 x table
- General stand cleaning (daily)

All other items are the responsibility of the exhibitor, and can be ordered via the forms made available in this manual.

EXAMPLE OF SCHELL SCHEME PACKAGE



Panel size: Wall - 974mm x 2414mm
Fascia - 1800mm x 400mm
Visual size: Wall - 960mm x 2400mm
Fascia - 1800mm x 400mm

3m x 3m Maxima stand with Maxima 80mm x 80mm Frontage rest of stand is 40mm x 40mm.

Stands are constructed using aluminium extrusions and styrene panels.

White panels are supplied.

Panels and aluminium are not to be damaged in any way, which includes, painting and drilling. Double sided tape and velcro to be used to fix posters to walls.

RAW SPACE

The raw space options contain:

- Space only

All raw space exhibitors **MUST** order a distribution board if electricity is required, this will be at the cost of the Exhibitor. All other items are the responsibility of the exhibitor, and can be ordered via the exhibitor's manual.

A reminder to all raw space exhibitors that it is your responsibility to ensure that your stand is presentable from ALL angles, please do not rely on the fact that the exhibitor behind or on the side of you will cover up your back/side wall, as their stand may not be the same height as yours. Should a neighboring exhibitor complain that this is not the case, it will be at the organizers' discretion and the exhibitor at fault's cost to rectify the problem. If you have any queries please contact one of the event team members.

All stand designs must be submitted to the organisers for approval by NO LATER than **Wednesday, 12 September 2018** Please submit a civil engineers certificate for double volume stands (this should be arranged via your contracted stand designer / builder).

FORM 4 – ELECTRICAL HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Only official electrical contractor to set-up at event please. All raw space exhibitors requiring electricity must order a Single Phase Distribution Board to get electricity on their stand. This cost will be for the exhibitor's account.

Item Code	Item Description	Unit Price	Quantity	Total
SPOTS LIGHTS				
E1	100W Double Track Spotlight – White	R 380.00		
E2	150W Single Spotlight - Black	R 285.00		
E3	150W Double Spotlight - Black	R 424.00		
LED LIGHTS				
E4	LED Floodlight - White	R 424.00		
E5	30W LED Floodlight	R 745.00		
E6	7W LED Long-arm Spotlight - Silver	R 406.00		
E10	10W LED Long-arm Spotlight - White	R 406.00		
E12	LED Showcase Light	R 321.00		
E15	5W LED Downlight (energy saver) – Clear White	R 402.00		
E17	Colour Changing LED Strip Light - Various	R 212.00		
E18	30W LED Spotlight - White	R 425.00		
EXTENSION LIGHTS				
E7	50W Halogen Curve Long-arm Spotlight - Silver	R 406.00		
E9	150W Halogen Long-arm Spotlight - White	R 406.00		
FLOODLIGHTS				
E11W	150W Metal Halide Floodlight - White	R 745.00		
E11G	150W Metal Halide Floodlight - Grey	R 745.00		

DOWNLIGHTS				
E13	50W Downlight – White	R 406.00		
E14	Metal Halide Downlight (200mmD) - White	R 402.00		
HANGING LIGHTS				
E16	Pendant Light (Energy saver) - Silver	R 424.00		
E26	Wicker ball pendant light	R 545.00		
VARIOUS				
E21	Double Fluorescent: 600mm. White	R 315.00		
E22	Double Fluorescent: 900mm. White	R 315.00		
E23	Double Fluorescent: 1200mm. White	R 315.00		
E24	Double Fluorescent: 1500mm. White	R 382.00		
E25	Double Fluorescent: 2400mm. White	R 424.00		
E30	15Amp Plug Point	R 345.00		
E31	30Amp Single Phase Db Board	R1 600.00		
E32	30Amp 3Phase Db Board	R1 800.00		
E33	60Amp 3Phase Db Board	R5 900.00		
E34	125Amp 3Phase DB Board	R7 800.00		
E40	Exhibitor Connection, Single Phase	R 354.00		
E41	Exhibitor Connection, Three Phase	R 587.00		
E42	Provision of Certificate of Compliance	R1 513.00		
E43	Provision of Structural Engineer Certificate	Price on Request		
			Sub Total	
			14%VAT	
			TOTAL	










TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

Please email the order form to yolisa@compex.co.za by 12 September 2018

ELECTRICAL ITEMS

 <p>E1 100W Double Track Spotlight – White. @R380.00.</p>	 <p>E2 150W Single Spotlight – Black. R285.00</p>	 <p>E3 150W Double Spotlight – Black. R424.00.</p>
 <p>E4 LED Floodlight – White. @R424.00</p>	 <p>E5 30W LED Floodlight. @R745.00</p>	 <p>E6 LED Long arm spotlight R406.00</p>
 <p>E7 50W Halogen Curve Long-arm Spotlight – Silver. @R406.00</p>	 <p>E9 150W Halogen Long-arm Spotlight – White. @R406.00</p>	 <p>E11 150W Metal Halide Floodlight – White. Grey. @R745.00</p>
 <p>E12 LED Showcase Light. @R321.00</p>	 <p>E13 50W Downlight – White. @R413.00</p>	 <p>E14 Metal Halide Downlight (200mmD) – White. @R402.00</p>
 <p>E15 5W LED Downlight (energy saver) – Clear White. R402.00</p>	 <p>E16 Pendant Light (Energy saver) – Silver. @R424.00</p>	 <p>E17 Colour Changing LED Strip Light – Various. R212.00 per meter.</p>
 <p>E18 30W LED Spotlight – White. R425.00</p>	 <p>E21 – E23 Double Fluorescent: 600mm. White. R315.00 E24: 1500mm. @R382.00. E25: 2400mm. @R424.00</p>	 <p>E26 Wicker ball pendant light @R545.00</p>

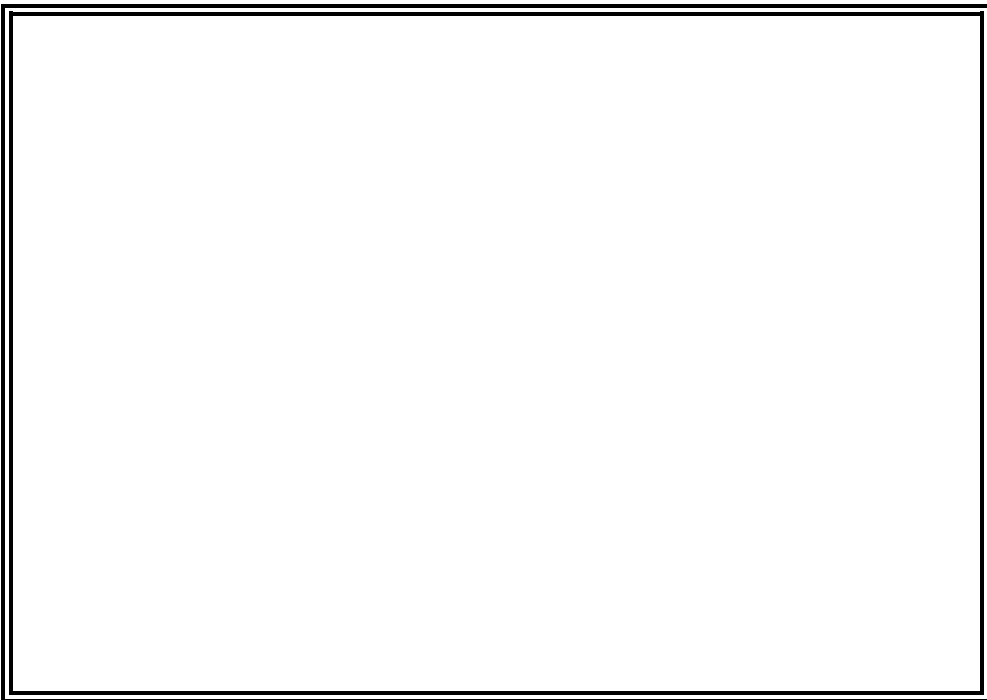
ELECTRICAL ITEMS CONTINUED		
 <p>E30 15amp Plug point. R345.00</p>	 <p>E31 30amp single phase db board R1 600.00</p>	 <p>E32 30Amp 3phase db board R1 800.00</p>
 <p>E33 60Amp 3Phase Db Board. R5 900.00</p>	 <p>E34 125Amp 3Phase Db Board. R7 800.00</p>	 <p>E40 Exhibitor Connection, Single Phase. R354.00</p>
 <p>E41 Exhibitor Connection, Three Phase. R587.00</p>	 <p>E42 Provision of Certificate of Compliance. R1 513.00</p>	 <p>E43 Provision of Structural Engineer Certificate. Price on Request</p>

FORM 5 – ELECTRICAL FITTING PLAN			
COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE	_____	DATE	_____

If this form is not returned before the date specified below, all fixtures will be placed at the discretion of the official contractor / organiser. The organiser will assume that the front of your stand is the side facing the entrance.

Please specify the location of the following into the below diagram:

SYMBOL	ITEMS	PACKAGE
*	Fascia board/s required	Shell scheme
+	Plug point/s	Shell scheme
●	Fluorescent lights	Shell scheme
-----	Open wall required	Shell scheme
_____	Closed wall required	Shell scheme
DB	Distribution Board	Raw space only



FRONT OF STAND

Please email the order form to yolisa@compex.co.za

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018**

FORM 6 – FURNITURE HIRE

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Code	Description	Dimensions	Price	Quantity	Total
COUCHES					
F100b	Double Seater Leather Couch - Black	1650mm W x 830mm D x 790mm H	R2 039.00		
F100w	Double Seater Leather Couch - White	1650mm W x 830mm D x 790mm H	R2 039.00		
F101	Chrome Trimmed Double Seater Couch - Black	1650mm W x 830mm D x 790mm H	R2 039.00		
F102w	Single Seater Leather Couch - White	840mm W x 830mm D x 790mm H	R1 198.00		
F103b	Double Seater Sued Couch - Black	840mm W x 830mm D x 790mm H	R2 399.00		
F105b	Leather Tub Chair - Black	720mmH x 740mmW x 680mmD	R1 029.00		
F105w	Leather Tub Chair - White	720mmH x 740mmW x 680mmD	R1 029.00		
F105sb	Suede Tub Chair - Black	720mmH x 740mmW x 680mmD	R1 029.00		
F110b	Question Mark Leather Couch - Black		R1 283.00		
F110w	Question Mark Leather Couch - Black		R1 283.00		
BAR STOOLS					
F50	Leather Z-Barstool - Black	370mm Diam. x 820mm H	R 351.00		
F51	High-back Leather Barstool - Black	440mm W x 400mm D x 660mm L x 870mm H	R 479.00		
F52	High-back Mahogany Barstool – Dark Brown	440mm W x 400mm D x 660mm H (lowest) 870mm H (highest)	R 483.00		
F53b	High-back Rigid Plastic Barstool - Black	390mm W x 440mm D x 1020mm H	R 351.00		
F53w	High-back Rigid Plastic Barstool - White	390mm W x 440mm D x 1020mm H	R 351.00		
F53c	High-back Rigid Plastic Barstool - Cream	390mm W x 440mm D x 1020mm H	R 351.00		
F54	High-back – Aluminium Barstool - Silver	440mm W x 400mm D x 660mm H (lowest) 870mm H (highest)	R 351.00		
F60b	Solar Gas Lift Barstool - Black	440mm W x 400mm D x 660mm Lx 870mm H	R 442.00		
F60r	Solar Gas Lift Barstool - Red	440mm W x 400mm D x 660mm H (lowest) 870mm H (highest)	R 442.00		
F60w	Solar Gas Lift Barstool – White	440mm W x 400mm D x 660mm L x 870mm H	R 442.00		
F61b	Saddle Leather Gas Lift Barstool - Black	450mm W x 420mm D x 640mm H x 840mm H	R 442.00		

F61w	Saddle Leather Gas Lift Bar Stool - White	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R 442.00		
F62	Classic Leather Gas Lift Barstool	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R 442.00		
F63	Waterfall Leather Gas Lift Barstool - White	356mm W x 420mm D x 650mm H (lowest) 870mm H (highest)	R 612.00		
F65w	Curve Back Executive Leather Gas Lift Barstool – White	340mm W x 400mm D x 710mm H (lowest) 920mm H (highest)	R 666.00		
F65b	Curve Back Executive Leather Gas Lift Barstool – Black	340mm W x 400mm D x 710mm H (lowest) 920mm H (highest)	R 666.00		
F66b	High Back Executive Leather Gaslift Barstool – Black	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R 612.00		
F66w	High Back Executive Leather Gaslift Barstool - White	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R 612.00		
BROCHURE STANDS					
F190b	Wooden Zig-Zag Brochure Stand - Black	450mm W x 450mm D x 1660mm H	R 472.00		
F190w	Wooden Zig-Zag Brochure Stand - White	450mm W x 450mm D x 1660mm H	R 472.00		
F190s	Wooden Zig-Zag Brochure Stand – Silver	450mm W x 450mm D x 1660mm H	R 472.00		
F191	Aluminium Brochure Stand – Silver	270mm W x 310mm D x 1240mm H	R 575.00		
F192w	Wooden Stacked Brochure Stand – White	340mm W x 405mm D x 1290mm H	R 944.00		
F192b	Wooden Stacked Brochure Stand – Black	340mm W x 405mm D x 1290mm H	R 944.00		
COCKTAIL TABLES					
F1	Round Aluminium Top Cocktail Table	600mm Diam. x 1100mm H	R 733.00		
F2	Round Mahogany Top Cocktail Table	700mm Diam. X 1100mmH	R 624.00		
F3	Round Executive Gaslift Cocktail Table - Black	600mm Diam. x 1100mm H	R 938.00		
F4	Round Glass Top Cocktail Table with Pyramid Legs	600mm Diam. x 1100mm H	R 938.00		
F5	Rectangular Custom Designed Wooden Cocktail Table - White	1800mm L x 700mm W x 1100mmH	R1 277.00		
F6	Round Melamine Top Cocktail Table – White	600mm Diam. x 1100mm H	R 823.00		
F7	Square Melamine Top Cocktail Table - White	600mm L x 600 W. x 1100mm H	R 823.00		
F8	Round Bottom Table Melamine Cocktail Table	600mm Diam. x 1100mm H	R 823.00		
F9	Square Melamine Cocktail Table (with compartment)	700mm D x 700mm W x 1100mm H	R 895.00		
F10	Square Custom Designed Wooden Cocktail Table		R 847.00		

COFFEE TABLES					
F20	Square Glass Top Coffee Table	700mmD x 700mmW x 500mmH	R 653.00		
F21	Square Wooden Top Coffee Table – Dark Brown	460mm W x 460mm D x 400mm H	R 278.00		
F22	Square Glass Coffee Table	500mm W x 420mm D x 320mm H	R 539.00		
F23	Rectangular Wooden Coffee Table - Black	800mm W x 500mm D x 600mm H	R 315.00		
F24b	Rectangular Wooden Executive Coffee Table - Black	1000mm W x 500mm D x 400mm H	R 600.00		
F24w	Rectangular Wooden Executive Coffee Table	1000mm W x 500mm D x 400mm H	R 600.00		
F25b	Square Wooden Executive Coffee Table - Black	500mmL x 500mmW x 400mmH	R 315.00		
F25w	Square Wooden Executive Coffee Table	500mmL x 500mmW x 400mmH	R 315.00		
F26	Square Wooden Angular Design Coffee Table – white	500mmL x 500mmW x 500mmH	R 315.00		
F26L	Rectangle Wooden Angular Design Coffee Table - white	800mmL x 800mmW x 500mmH	R 600.00		
F27	Square Custom Designed Wooden Coffee Table		R 360.00		
DISCUSSION TABLES					
F12c	Round Glass Top Discussion Table - Clear	700mm D. x 700mm H	R 593.00		
F12w	Round Melamine Top Discussion Table - White	710mm Diam. x 700mm H	R 351.00		
F12b	Round Melamine Top Discussion Table - Black	710mm Diam. x 700mm H	R 351.00		
F15	Round Aluminium Café Table	710mm Diam. x 700mm H	R 569.00		
F16	Square Melamine Top Café Table - White	900mm Diam. x 700mm H	R 868.00		
F17	Square Melamine Top Discussion Table - White	800mmD x 800mmW x 700mm H	R 333.00		
F18	Rectangular Glass Top Boardroom Table – Clear	1520mm L x 910mm W x 1000mmH	R2 064.00		
OTTOMANS					
F70	Square Suede Ottomans – Various Colours	400mm W x 400mm D x 450mm H	R 303.00		
F71b	Square Leather Ottoman - Black	400mm W x 400mm D x 450mm H	R 200.00		
F71w	Square Leather Ottoman - White	400mm W x 400mm D x 450mm H	R 200.00		
F71o	Chrome Legged Ottoman - Orange	400mm D x 450mm H	R 200.00		
F71r	Chrome Legged Ottoman - Red	400mm D x 450mm H	R 200.00		
F71g	Chrome Legged Ottoman - Green	400mm D x 450mm H	R 200.00		
F72w	Leather Quarter Round Ottoman - White		R 315.00		
F72b	Leather Quarter Round Ottoman - Black		R 315.00		

CHAIRS

F80	Aluminium Café Chair - Silver	480mm W x 540mm D x 740mm H	R 325.00		
F81	Rigid Plastic Modern Café Chair - Black	580mm W x 440mm D x 830mm H	R 394.00		
F82	Wooden Café Chair - Maple	540mm W x 480mm D x 800mm H	R 327.00		
F83lb	Wooden Café Conference Chair – Light Brown	580mm W x 440mm D x 830mm H	R 327.00		
F83db	Wooden Café Conference Chair – Dark Brown	580mm W x 440mm D x 830mm H	R 327.00		
F84	Ghost Armed Café Chair - Clear	565mm W x 500mm D x 780mm H	R 483.00		
F85	Rigid Plastic Armed Café Chair - White	550mm W x 560mm D x 810mm H	R 394.00		
F86w	Rigid Plastic Café Chair - White	550mm W x 560mm D x 810mm H	R 273.00		
F86r	Rigid Plastic Café Chair - Red	550mm W x 560mm D x 810mm H	R 273.00		
F87	Rigid Plastic Desk Chair - Black	550mm W x 560mm D x 810mm H	R 370.00		
F88	Leather Office Chair - Black	610mm W x 520mm D x 1040mm H (lowest) 1160 H (highest)	R 370.00		
F89	Modern Café Chair – Lime Green	610mm W x 520mm D x 1040mm H (lowest) 1160 H (highest)	R 273.00		
F90	Wooden Leg Café Chair - Chair	520mm W x 640mm D x 800mm H	R 435.00		
F93	Plastic Banquet Chair - Black	520mm W x 640mm D x 800mm H	R 12.00		
F93cw	Chair Cover – White	To cover F93	R 17.00		
F93cb	Chair Cover – Black	To cover F93	R 17.00		

TRESTLE TABLES

F30	Rectangular Rigid Plastic Trestle Table - White	1500mmL x 750mmW x 720mmH	R 278.00		
F31	Round Rigid Plastic Trestle Table – White	1800mmD x 720mmH	R 278		
F32	Rectangular Steel Trestle Table – Steel	1500mmL x 750mmW x 720mmH	R 278		
F33w	Rectangular Table Cloth - White	To cover F30/F32	R 17.00		
F33b	Rectangular Table Cloth – Black	To cover F30/F32	R 17.00		
F34w	Round Table Cloth – White	To cover F31	R 17.00		
F34b	Round Table Cloth – Black	To cover F31	R 17.00		
F35	Square Banquet Table – White	10 Seater	R 780.00		
F111	Church Bench		R 721.00		

KIDS					
F330	Bean Bags – Various colours		R 212.00		
F331	Kiddies Chairs – Various colours	300mm W x 340mm D x 550mm H	R 55.00		
F332	Kiddies Table	790mm square x 500mm H	R 97.00		
F333	Kiddies Package: Table & 4 Chairs		R 254.00		
PLINTHS & SHELVES					
F180	Floating Shelf – White	1000mmW x 300mmD	R 273.00		
F181b	Square Stackable Plinths – (single block)	500mm x 500mm x 500mm	R 394.00		
F181w	Square Stackable Plinths – (single block)	500mm x 500mm x 500mm	R 394.00		
F182	Free Standing Shelves - White	1000mm (l) x 500mm(w) x 1500mm (h)	R 926.00		
DISPLAY CABINETS & CUSTOM COUNTERS					
F150	Small Showcase Unit	500mm W x 500mm D x 1980mm H	R1 956.00		
F151	Large Showcase Unit	1000mm W x 500mm D x 1980mm H	R2 790.00		
F152	Corner Showcase Unit		R2 511.00		
F153	System Corner Cupboard		R 859.00		
F154	System Lockable Cabinet	1000mmW x 500mmD x 1000mmH	R1 199.00		
F155	Glass Top Display System Showcase	1000mm W x 500mm D x 900mm H	R1 298.00		
F156	System Curved Counter	1014mmW x 914mmH	R 886.00		
F156b	Branded Curved Counter	1014mmW x 914mmH	R1 371.00		
F157	Newline Glass Top Showcase	1000mm W x 500mm D x 900mm H	R1 318.00		
F158	Wooden Lockable Cupboard		R1 150.00		
F160	Maxima Bar Counter		R 762.00		
F160b	Maxima Bar Counter. Branded.		R 938.00		
F161	Custom Counter		R1 779.00		
F162	Custom Counter		R1 779.00		
F163	Custom Counter		R1 573.00		
F164	Custom Counter		R1 150.00		
F165	Custom Counter		R1 573.00		
F166	Custom Counter		R1 573.00		
F167	Custom Plinth		R1 283.00		
F168	Custom Display Table		R 878.00		
F169	Custom Counter		R1 779.00		
F170	Custom Counter		R1 779.00		
F171	Custom Counter		R1 779.00		
F172	Custom Counter		R1 150.00		
F173	Custom Counter		R1 779.00		
F179	Custom Counter (inclusive of branding on the front)		R1 779.00		

FURNITURE (SEATING) PACKAGES					
F250	Discussion Bronze Package	1x Café Table; 3x Wooden Café Chairs	R1 568.00		
F251	Discussion Silver Package	1x Café Table; 3x Café Chairs; 1x Brochure Stand	R2 039.00		
F252	Discussion Gold Package	1x Café Table; 3x Café Chair; 1x Brochure Stand; 1x Lockable Cupboard	R2 499.00		
F260	Cocktail Bronze Package	1x Cocktail Table; 3x Highback Bar Stools	R1 568.00		
F261	Cocktail Silver Package	1x Cocktail Table; 3x Highback Bar Stools; 1x Brochure Stand	R2 039.00		
F262	Cocktail Gold Package	1x Cocktail Table; 3x Highback Bar Stools; 1x Brochure Stand; 1x Lockable Cupboard	R2 499.00		
F270	Lounge Bronze Package	2x Tub Chairs; 1x Ottoman; 1x Square Full Glass Coffee Table	R1 568.00		
F271	Lounge Silver Package	2x Tub Chairs; 1x Ottoman; 1x Square Full Glass Coffee Table; 1x Brochure Stand	R2 039.00		
F272	Lounge Gold Package	2x Tub Chairs; 1x Ottoman; 1x Square Glass Coffee Table; 1x Brochure Stand; 1x Lockable Cupboard	R2 499.00		
F280	Conference Package	1x Rectangular Trestle Table; 2x Café Conference Chairs; 1x Table Cloth	R 587.00		
ACCESSORIES					
F196w	Wooden Easel - White	1100mm W x 900mm D x 1570mm H	R 394.00		
F196n	Wooden Easel – Natural	1100mm W x 900mm D x 1570mm H	R 394.00		
F201	Lollipop Stand		R 285.00		
F202	Stanchions (incl rope)		R 424.00		
F204	Perspex Competition Box	300mm (l) x 300mm (w) x 300mm (h)	R 169.00		
F210	Scatter cushion – Various colours		R 79.00		
F300	Bar Fridge		R1 210.00		
F308	Popcorn Machine		R 532.00		
F319	Water Cooler (inclusive of 20l water bottle, exc cups)	Additional water bottles R194 each,	R1 331.00		
F323s	Aluminium Dustbins - Silver		R 73.00		
F323b	Aluminium Dustbins Black		R 73.00		
F324	Stainless Steel Dustbin		R 67.00		
F327	Flip top Plastic Dustbin		R 116.00		
			Sub-total		
			VAT		
			Total		

Please email the order form to yolisa@compex.co.za

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018**

FURNITURE CATALOGUE











COUCHES		
 <p>F100 Double Seater Leather Couch. Black. White. @R2 039.00</p>	 <p>F101 Chrome Trimmed Double Seater. Black. @R2 039.00</p>	 <p>F102w Single Seater Leather Couch. White. @R1 198.00</p>
 <p>F103b Double Seater Sued Couch. Black. @R2 399.00</p>	 <p>F150 Leather Tub Chair. Black. White. @R1 029.00</p>	 <p>F110 Question Mark Leather Couch. Black. White. @R1 283.00</p>

BARSTOOLS		
 <p>F50 Leather Z-Barstool. Black @R 351.00</p>	 <p>F51 Highback Leather Barstool. Black. @R 479.00</p>	 <p>F52 Highback Mahogany Barstool. Dark Brown. @R 483.00</p>
 <p>F53B High back barstool White. Cream. Black. @R351.00</p>	 <p>F54 Highback barstool. Aluminium. @R 351.00</p>	 <p>F60 Solar Gas Lift Barstool. Black. White. Red. @R 442.00</p>
 <p>F61 Saddle Leather Gas Lift Barstool. Black. White. @ R 442.00</p>	 <p>F62 Classic Leather Gas Lift Barstool. Black. @R 442.00</p>	 <p>F63 Gaslift barstool. White. R612.00</p>
 <p>F65 Curve Back Executive Leather Gas Lift Barstool. Black. White. @R 666.00</p>	 <p>F66 Highback Executive Leather Gas Lift Barstool. Black. White. @R612.00</p>	










BROCHURE STANDS

 <p>F190 Wooden Zig-Zag Brochure Stand. Black. White. Silver. @R472.00</p>	 <p>F191 Aluminium Brochure Stands. Silver. @R575.00</p>	 <p>F192 Wooden Stacked Brochure Stand. White. Black. @R994.00</p>
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COCKTAIL TABLES

 <p>F1 Cocktail Table Aluminium top. @R733.00</p>	 <p>F2 Round Mahogany Top Cocktail Table. @R624.00</p>	 <p>F3 Round Executive Gas Lift Cocktail Table. Black. @R938.00</p>
 <p>F4 Cocktail Table Aluminium top Glass. R938.00</p>	 <p>F5 Rectangular Custom Designed Wooden Cocktail Table. White. @R1 277.00</p>	 <p>F6 Round Melamine Top Cocktail Table. White. @R823.00</p>
 <p>F7 Cocktail Table: square top. White. R823.00</p>	 <p>F8 Round Bottom Table Melamine Cocktail Table. @R823.00</p>	 <p>F9 Square Melamine Cocktail Table (with compartment). White. @R895.00</p>
 <p>Square Custom Designen Wooden Cocktail Table. @R847.00</p>		

COFFEE TABLES

 <p>F20 Sqare Glass Top Coffee Table. @R653.00</p>	 <p>F21 Square Wooden Top Coffee Table. Dark Brown. @R278.00</p>	 <p>F22 Square Glass Coffee Table. @R539.00</p>
 <p>F23 Rectangular Wooden Coffee Table. Black. R315.00</p>	 <p>F24 Rectangular Wooden Executive Coffee Table. Black. White. @R600.00</p>	 <p>F25 Square Wooden Executive Coffee Table. Black. White. @R315.00</p>
 <p>F26 Square Wooden Angular Design Coffee Table. White. @R315.00</p>	 <p>F26L Rectangle Wooden Angular Design Coffee Table. @R600.00</p>	 <p>F27 Square Custom Designed Wooden Café Table. R360.00</p>

CAFÉ TABLES

 <p>F12c Round discussion table. Glass. @R593.00</p>	 <p>F12w Round Melamine Top Discussion Table. White. Black. @R351.00</p>	 <p>F15 Square discussion table. Aluminium. R517.00</p>
 <p>F16 Square Melamine Top Café Table. White. @R868.00</p>	 <p>F17 Square discussion table. White.@R333.00</p>	 <p>F18 Rectangular Glass Top Boardroom Table. @R2 046.00</p>






OTTOMANS

 <p>F70 Square Suede Ottomans. @R303</p>	 <p>F71 Square Leather Ottoman. Black. White. Blue. @R200.00</p>	 <p>F71 Chrome Legged Ottoman. Orange. Red. Green. @R200.00</p>
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CAFÉ CHAIRS

 <p>F80 Aluminium Café Chair. @325.00</p>	 <p>F81 Rigid Plastic Modern Café Chair. Black. R394.</p>	 <p>F82 Wooden Café Chair. Maple. @R327.00</p>
 <p>F83 Wooden café chair. Light brown. Dark Brown. R327.00</p>	 <p>F84 Ghost Armed Café Chair. Clear. R483.00</p>	 <p>F85 Rigid Plastic Armed Café Chair. White. @R394.00</p>
 <p>F86w Rigid plastic café chairs. White. Red. @R273.00</p>	 <p>F87 Rigid Plastic Desk Chair. Black.</p>	 <p>F88 Leather Office Chair. Black. @R370.00</p>
 <p>F89 Modern Café Chair. @R273.00</p>	 <p>F90 Wooden Leg Café Chair Chair. @R435.00</p>	 <p>F93 Plastic Banquet Chair. Black. @R12.00</p>




TRESTLE TABLES

 <p>F30 Rectangular Rigid Plastic Trestle Table. White. @R278.00</p>	 <p>F31 Round Rigid Plastic Trestle Table. White. @R278.00</p>	 <p>F32 Rectangular Steel Trestle Table. Steel. @R278.00</p>
 <p>F35 Square Banquet Table. White. R780.00</p>	 <p>F111 Church Bench. @R721.00</p>	







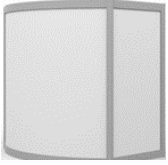










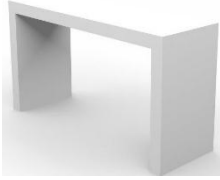






KIDZ FURNITURE

 <p>F330 Beanbags. Various colours. @R212.00</p>	 <p>F331 Kiddies Chair. Various. @R55.00</p>	 <p>F332 Kiddies Table. R97.00</p>
 <p>F333 Kiddies Package: Table & 4 Chairs. @R254.00.</p>		

PLINTHS & SHELVES

 <p>F180 Floating Shelf. White. @R273.00</p>	 <p>F181 Square Stackable Plinths (single block). White. Black. R394.00</p>	 <p>F182 Free Standing Shelves. White. @R926.00</p>
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DISPLAY CABINETS & CUSTOM COUNTERS

 <p>F150 thin tall show case. R1 956.00</p>	 <p>F151 Large Show case. R2 790.00</p>	 <p>F152 Corner showcase unit. R2 511.00</p>
 <p>153 Built in corner unit. R859.00</p>	 <p>F154 system lockable cupboard. R1 199.00</p>	 <p>F155 Glass top display unit. R1 298.00</p>
 <p>F156 Curved counter. @R886.00 Inc Branding: @R1 371.00</p>	 <p>F157 Newline Glass Top Showcase. @R1 318.00</p>	 <p>F158 Wooden Lockable Cupboard. @R1 150.00</p>
 <p>F160 Maxima Bar Counter. White. @R762.00. Incl Branding: @R938.00</p>	 <p>F161 Custom Counter. @R1 779.00</p>	 <p>F162 Custom Counter. @R1 779.00</p>
 <p>F163 Custom Counter. @R1 573.00</p>	 <p>F164 Custom Counter. @R1 150.00</p>	 <p>F165 Custom Counter. @R1 573.00</p>
 <p>F166 Custom Counter. @R1 573.00</p>	 <p>F167 Custom Plinth. @R1 283.00</p>	 <p>F168 Custom Display Table. @R878.00</p>
 <p>F169 Custom Counter. @R1 1779.00</p>	 <p>F170 Custom Counter. @R1 779.00</p>	 <p>F171 Custom Counter. @R1 779.00</p>
 <p>F172 Custom Counter. @R1 150.00</p>	 <p>F173 Custom Counter. @R1 779.00</p>	 <p>F179 Custom Counter. @R1 779.00</p>

SEATING PACKAGES

 <p>F250 Discussion Bronze Package. @R1 568.00</p>	 <p>F251 Discussion Silver Package. @R2 039.00</p>	 <p>F252 Discussion Gold Package. @R2 499.00</p>
 <p>F260 Cocktail Bronze Package. @R1 568.00</p>	 <p>F261 Cocktail Silver Package. @R2 039.00</p>	 <p>F262 Cocktail Gold Package. @R2 499.00</p>
 <p>F270 Lounge Bronze Package. @R1 568.00</p>	 <p>F271 Lounge Silver Package. @R2 039.00</p>	 <p>F272 Lounge Gold Package. @R2 499.00</p>
 <p>F280 Conference Package. @R587.00</p>		

ACCESSORIES

 <p>F196 Wooden Easel. White. Natural. @R394.00</p>	 <p>F201 Lollipop Stand. @R285.00</p>	 <p>F202 Stanchions (incl rope) each. @R 424.00</p>
 <p>F204 Perspex Competition Box. 300mmx 300mm. @R169.00</p>	 <p>F210 Scatter Cushions. Various Colours. @R79.00</p>	 <p>F300 Bar Fridge. @R1 210.00</p>
 <p>F308 Popcorn Machine. @R532.00</p>	 <p>F319 Water Cooler. Incl 20l water. Excl cups) @R1 331.00.</p>	<p>Additional 20l water botter for water cooler: @R194.00</p>
 <p>F323 Aluminium Dustbin. Silver. Black. @R73.00</p>	 <p>F324 Stainless Steel Dustbin. @R67.00</p>	 <p>F327 Flip top Plastic Dustbin. @R16.00</p>

FORM 7 – CARPET HIRE

COMPANY NAME	_____
CONTACT NAME	_____
STAND NUMBER	_____ STAND SIZE _____
SIGNATURE	_____ DATE _____

SHELL SCHEME STANDS

Please note that the Ballroom is already carpeted therefore shell scheme stands that are on this floor do not need to complete this form.

Please refer to carpet colour swab attached and specify your first and second carpet colour choices below: The organiser's choice of colour charcoal will be used unless specified below.









CARPET COLOUR	
COLOUR 1	_____
COLOUR 2	_____

RAW SPACE EXHIBITORS









If you require carpeting please complete the following

DETAILS	m ²	SUB TOTAL	14% VAT	TOTAL
Carpeting (R42.00 per m²)				
COLOUR 1				
COLOUR 2				
SPECIFY YOUR CARPET LAYOUT:				
<input type="checkbox"/> STANDARD (colour 1 only)				
<input type="checkbox"/> CHECKERED (colour 1 & 2)				
<input type="checkbox"/> BORDERED (colour 1 on the outer border, colour 2 in the inside)				
<input type="checkbox"/> OTHER (please specify or attach diagram)				

Main Colours

 Amber Two001	 Blue Two002	 Charcoal Two003
 Green Two004	 Lava Red Two005	 Maurities Blue Two006
 Raven Two007	 Quick Silver Two008	

Additional Colours (Limited stock)

 Brown Two009	 Burnt Orange Two010	 Camel Two011
 Mauve Two012	 Maroon Two013	 Purple Two014
 Red Two015	 Sea Green Two016	

Please email the order form to yolisa@compex.co.za by 12 September 2018

FORM 8 – PLANT HIRE

COMPANY NAME

CONTACT NAME

STAND NUMBER

STAND SIZE

SIGNATURE

DATE

Item	Description	Pot Colour Options (Please Circle choice)	QTY	R excl vat
DEC01	Cone Décor Pot with Bamboo Canes	black / brown / white		284.00
DEC02	Cone Décor Pot with small plant	black / brown / white		284.00
DEC05	Cone Décor Colours - with plant	lime / orange / yellow (limited qty)		300.00
DEC06	Small Bonsai in Décor Cone (apprx 1.2m)	black / brown / white		300.00
DEC10	Holey Décor Pot with Plant	white		300.00
P1	Large Plant (1.5 - 1.8m high) - with Bark Chips	charcoal / terracotta / stone		284.00
P4	Small Plant (approx. 1m high) - with Bark Chips	charcoal / terracotta / stone		242.00
P7	Standard / Lollipop Tree - with Bark Chips	charcoal / terracotta / stone		300.00
SSADD	*Stainless Steel Pot Surcharge (P1 - P7)			96.00
P9	Table Top Arrangement - 30cm Width with Greenery	black / white		168.00
P10	Table Top Arrangement - 30cm Width with Cactus	black / white		168.00
P10B	Cactus in small glass vase (apprx 15cm x 15cm)	glass		168.00
P11	Table Top 30cm pot with Bonsai - Small	black / white		222.00
P11L	Bonsai - Large (approx 1m)	black / white		328.00
P16	Table Top Arrangement - Pot with Colour	black / white		180.00
P12	750mm Trough with Greenery	charcoal		212.00
P13	750mm Trough with Greenery and Colour	charcoal		248.00
P14	750mm Trough with Colour	charcoal		294.00
P15	Plantscaping - Per Square Meter (half sqm increments)			578.00
P15-Col	Plantscaping With Colour per square (half sqm increments)			710.00
P17	White Pebbles - per Square meter			188.00
P18	Bark Chips - per Square meter			174.00
FLO001	Orchid (1 stem) in small glass vase			308.00
FLO002	Orchid (1 stem) in small white pot			308.00
FLO003	Orchid (1 stem) in Mars Vase (white)			390.00
FLO005	Orchid (1 stem) in Décor Pot			390.00
BA01	Beaded Aloe in décor cone (apprx 1.2m high)			316.00
BB01	Faux Christmas Tree in Décor Pot			450.00
			Subtotal	
			14% vat	
			TOTAL	

Please email the order form to yolisa@compex.co.za

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

* DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018

FORM 9 – STAND SECURITY

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

IMPI Security will be supplying the event with all security requirements during the course of the Exhibition at the contracted venue; NO OTHER Security Company will be permitted on-site.

Whilst we provide general security on site and in exhibition halls, it should be noted that the Exhibitors are responsible for the security of their stand and its contents, including any items on hire. Please select one of the below options

Payment must be made **DIRECTLY** to **IMPI Security** after receipt of invoice. Services will not be supplied until full payment has been received.

OPTION A – SECURITY GUARD (please tick and fill in required information)

		8 October Build up	9 October Show Day	10 October Show Day
Day Shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Night Shift	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DESCRIPTION	QTY	COST	SUB AMOUNT
Security Guard Day Shift (12 Hours)		R520.00	
Security Guard Night Shift (15 Hours)		R650.00	
		SUB TOTAL	
		14 % VAT	
		TOTAL	

Please email the security order form to jacques@impi-secure.co.za by 12 September 2018

OPTION B – EXPOSCREEN

All ExpoScreens-related payments must be made **DIRECTLY** to ExpoScreens; equipment remains the property of ExpoScreens.

DESCRIPTION	COST	SUB AMOUNT
Expo Screen hire 2m or 3m	R1121.25	
Expo Screen hire 4m	R1495.00	
Expo Screen hire 5m	R1868.75	
Less 20% discount (only for orders & full payment received before start of build-up)		
		SUB TOTAL
		14 % VAT
		TOTAL

Please email the ExpoScreens order form to petra@exposcreens.co.za by 12 September 2018

FORM 10 – FREIGHT FORWARDING & HANDLING

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Please note that should we not contact you, please take your booking date and time as confirmed.

MATERIAL HANDLING FORM * DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018

DESCRIPTION OF FREIGHT OR EXHIBITS		DESCRIPTION OF SERVICE						
NO. OF PIECES	FORKLIFT HIRE UP TO 2 TONS (OFFLOAD & RELOAD AFTER EXHIBITION)	WEIGHT	DIMENSIONS (CM)			VOLUME (CBM)	RATE R580.00/CBM. MIN CHARGE 2 CBM	SUB TOTAL
			L	W	H			
TOTAL								

DELIVERY DATE:	DELIVERY TIME:
ADDITIONAL ON-SITE REQUIREMENTS (PLEASE TICK APPROPRIATE BOX)	
PLEASE NOTE THAT ALL CHARGES WILL BE QUOTED ON AN ADHOC BASIS AND CHARGED DIRECTLY TO EACH EXHIBITOR	
LABOUR FOR STAND DRESSING	STORAGE OF EMPTY CASES
INTERNATIONAL FREIGHT FORWARDING & CUSTOMS CLEARING	FORKLIFT HIRE

- Please note:**
- Free porters with trolleys to assist exhibitors to off load, deliver exhibits to stand & reload after exhibition.
 - A forklift up to a max of 2000 kgs will be available on-site. Please request for a quotation. SEE ABOVE
 - Responsibilities at this venue are to Controlling the loading bay's to ensure that each and every exhibitor gets the same opportunity to enter the loading bay to offload and reload his or her exhibits and Traffic control
 - **Important information to remember:** Once your vehicle has been offloaded, it must be removed to the parking area allocated by the show organisers. Under no circumstance, would you be allowed to park in the loading bay
 - All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Sandton Convention Centre.
 - It is the responsibility of each exhibitor to ensure that their exhibits are adequately insured during build up, show and break down period including the period exhibits are handled by TST On-Site Management & Logistics cc. Neither TST On-site Management & Logistics cc nor the organisers or the venue owners will be held liable for any theft, loss or damage.
 - **Terms and conditions** All work is undertaken in accordance with our Standard Trading Conditions and endorsed by the Sandton Convention Centre. All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Sandton Convention Centre.

Please email the order form to tyron@tstonsite.co.za by 12 September 2018

FORM 11 – NOTICE OF INTENT

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

All exhibitors with raw space stands or designer stands must please complete the following form. If this form is not completed you will not be allowed to build up your stand according to the Safe Working Practices Act. We advise that the following contractor has been appointed to erect the above stand and or install electrics. We also confirm that they have understood and agreed to the contents of the Exhibitor manual and agreed to the relevant regulations issued

NOTICE OF INTENT FORM – (PLEASE COMPLETE THE FOLLOWING)

APPOINTED STAND BUILDER	_____		
CONTACT PERSON	_____		
POSTAL ADDRESS	_____		
TELEPHONE	FAX	_____	
MOBILE	EMAIL	_____	
BRIEF DESCRIPTION OF WORK TO BE CARRIED OUT. PLEASE PROVIDE 2 COPIES OF ALL DRAWINGS AND FULL DETAIL OF ANY ELECTRICAL WORK			

SIGNED FOR EXHIBITOR	DATE	_____	
SIGNED FOR CONTRACTOR	DATE	_____	
SIGNED FOR ORGANISER	DATE	_____	

The following points are compulsory for all stand contractors/builders;

- If the stand builder installs electrical work the electrician will have to produce an electrical compliance certificate. Every level of a double storey stand has to have a fire extinguisher.
- Safety file: All documents must be updated for the specific event, Appointment letter, Letter of Good standing, Public liability, Copies of id documents of all the workers on site, Toolbox training update for event, training certificates of workers, licenses for cherry pickers, forklifts any construction vehicles if they will be using, copies of service dates of pressure tools and compressors and then also all the rest of the requirements for the Safety file.
- All workers must wear the basic PPE, Hard hats, Safety boots the following when do cutting, gloves, mask, earplugs if noises and safety goggles, when working on heights, harnesses'.
- Updated inspection files for Stepladders and Scaffolding, no homemade stuff.
- Any exhibition stands above 2.5m or a designer stand must be presented to the City of Joburg, contractors are welcome to do that themselves or complete the order form and send to the safety manager in due time, also, the full payment for designer stands must be done and the proof of payment must be faxed before IMPI Security will present the stand, if a contractor build more than one designer stand they will pay for each design the price as on the agreement document.

- Contractors and exhibitors are not allowed to use aisle space at all by law, aisles are for evacuation purposes and public movement only.
- Contractors are not allowed to build in front of Emergency exits or fire equipment.
- Contractors must work according to the Building regulations.
- Designer Stand Plans/Drawings needs to be submitted to the EMS Office 14 Days prior to the commencement date of the Event. This is an EMS Regulation.. **For more information please contact jacques@impi-secure.co.za**
- If the plans/Drawings are not submitted 14 days prior to the commencement date of the event, IMPI Safety can't guarantee that the plans will be approved.
- Payment for the EMS Approval of Designer Stands needs to be made to Lodge Safety prior to the start of the event.

Please email the form to Volente.Mackenzie@terrapinn.com

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018**

FORM 12 – PLASMA SCREENS AND AV HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

15", 17", 19" or 20" Screen Plasma Screen		R250.00		
32" Screen Plasma Screen + Stand and Draping		R300.00		
42" Screen Plasma Screen + Stand and Draping		R700.00		
50" Screen Plasma Screen + Stand and Draping		R850.00		
55" Screen Plasma Screen + Stand and Draping		R950.00		
DVD Player (NB: Please note content must be in DVD PAL and saved in DVD loop format)		R300.00		
Acer Laptop + lock + Office 2010		R360.00		
Acer Projector 2200 Lumens		R300.00		
Perfect Que (Presentation Clicker)		R325.00		
HP P1102W Laserjet Printer 18ppm (Excludes toner)		R300.00		
HP Laserjet 2420dn/P2505dn/1606dn 25-35ppm (Excludes toner)		R500.00		
Canon Pixma IX400 A3 Colour Printer (Excludes toner)		R400.00		
			SUB TOTAL	
			DELIVERY FEE	R210.00
			14% VAT	
			TOTAL	

Installation Date & Time:	_____
Derig Date & Time:	_____
What are you connecting?	_____
How will you connect HDMI or VGA or USB?	_____

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not. Should the full amount not be settled by the time of the show, you might be liable for additional charges which will then be payable by the exhibitor to the supplier in South African Rands on the build-up day/s of the exhibition or conference, please note that NO foreign money will be accepted. Please note that our suppliers reserve the right not to supply any services without full payment

Due to the international exchange rate constantly fluctuating, it would be greatly appreciated if you could insure that all South African Tax Invoices gets paid in full, ensuring the Rand value presented on the invoice is met accordingly.

Please email the order form to amyh@redcherryrentals.co.za by 12 September 2018

FORM 13 – TELECOMMUNICATIONS

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	_____	STAND SIZE	_____
SIGNATURE	_____	DATE	_____

NAME OF EVENT	Edutech 2018		
DATES OF EVENT	_____		
BILLING NAME	_____		
POSTAL ADDRESS	_____		
			CODE
E-MAIL	_____		
PHONE NUMBER	_____	FAX NUMBER	_____
VAT REGISTRATION NO.	_____		

Broadband Internet Access	R600 Setup Fee + Any of the following options:			
Internet 2	2 Mbps Fibre 1:1 - Unlimited Data	R 210	per day	
Internet 4	4 Mbps Fibre 1:1 - Unlimited Data	R 430	per day	
Internet 6	6 Mbps Fibre 1:1 - Unlimited Data	R 660	per day	
Internet 8	8 Mbps Fibre 1:1 - Unlimited Data	R 840	per day	
Internet 10	10 Mbps Fibre 1:1 - Unlimited Data	R 1 050	per day	
Internet 15	15 Mbps Fibre 1:1 - Unlimited Data	R 1 575	per day	
Internet 20	20 Mbps Fibre 1:1 - Unlimited Data	R 2 100	per day	

Internet 25	25 Mbps Fibre 1:1 - Unlimited Data	R 2 625	per day	
Internet 30	30 Mbps Fibre 1:1 - Unlimited Data	R 3 150	per day	
Internet 35	35 Mbps Fibre 1:1 - Unlimited Data	R 3 675	per day	
Internet 40	40 Mbps Fibre 1:1 - Unlimited Data	R 4 200	per day	
Internet 45	45 Mbps Fibre 1:1 - Unlimited Data	R 4 725	per day	
Internet 50	50 Mbps Fibre 1:1 - Unlimited Data	R 5 250	per day	
Internet 100	100 Mbps Fibre 1:1 - Unlimited Data	R 10 500	per day	
Internet 150	150 Mbps Fibre 1:1 - Unlimited Data	R 15 750	per day	
Internet 200	200 Mbps Fibre 1:1 - Unlimited Data	R 21 000	per day	
Internet 200+	R100 per mb, in increments of 50mb			
Network				
VLAN	Creation and Usage of a Secure VLAN	R600.00	once off	
Telephone Lines				
VOIP	Includes Handset	R158.00	per day	
ISDN	128 Kbps Line	R263.00	per day	
Labour / Support				
Labour Off	Installation per Office Hours	R1,785.00	per day	
Labour 1.5	Installations After Hours & Saturday	R1,785.00	per day	
Labour	Installations Sunday & Public Holiday	R1,700.00	per day	
Event Supp	Technical Staff for Event	R2,100.00	per day	

PLEASE NOTE

- Please complete the order form in full because all this information is required in order to generate a quotation. A quotation will not be generated should this information not be complete.
- There is a cost associated with the setup, rework and breakdown of each service requested.
- There is a charge for after-hours callouts
- Tsogo Sun IT is the sole supplier of telecommunications requirements at the SCC
- Tsogo Sun IT will bill a standard labour rate of One Hour.
- **Tsogo Sun IT will require full payment of quote before any services are provided. If further billing is required, that will be done after the event.**
- Tsogo Sun IT will invoice call charges after the event.
- Call charges apply to Telephones/Fax Machine & Speedpoints.

Please email to masi.madlanga@tsogosun.com by 12 September 2018

FORM 14 – STAND CATERING ORDER

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS (WE CANNOT BE HELD RESPONSIBLE FOR MISTAKES FROM ILLEGIBLE HANDWRITING)

EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No		Stand No	Stand Name	

ORDER CONTACT DETAILS (details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name			VAT Number	
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address)				
Signature			Account ID	

PLATTER ORDER FORM

Platters	Price Excluding VAT	Qty	Date	Delivery Time	Total Cost
Chicken Deluxe	R 580.00				R
German Sausage Platter	R 590.00				R
Bar Snack Platter	R 610.00				R
Snack Platter	R 680.00				R
Sandwich Platter	R 560.00				R
Breakfast Platter	R 580.00				R
Bowl of Fruit	R 380.00				R

BEVERAGE ORDER FORM

Item	Price Excluding VAT	Qty	Date	Delivery Time	Total Cost
Amstel 330ml	R 28.00				R
Castle 330ml	R 28.00				R
Savanna- Dry- Light	R 30.00				R
Hunters Dry	R 30.00				R
Coca Cola 330ml	R 18.00				R
Coke Zero 330ml	R 18.00				R
Fanta 330ml	R 18.00				R
Sprite 330ml	R 18.00				R
Sprite Zero 330ml	R 18.00				R
Appletiser 330ml	R 25.00				R
Grapetiser 330ml	R 25.00				R
Bitter Lemon 200ml	R 17.00				R
Lemonade 200ml	R 17.00				R
Soda Water 200ml	R 17.00				R
Mineral Water 500 ml	R 17.00				R

Item	Price Excluding VAT Price	Qty	Date	Delivery Time	Total Cost
Bells 750 ml	R 350.00				R
JW Black 750 ml	R 510.00				R
Captain Morgan 750 ml	R 390.00				R
Gin 750 ml	R 225.00				R
Vodka 750 ml	R 260.00				R
Cane 750 ml	R 205.00				R
Klipdrift 750 ml	R 250.00				R
Richelieu 750 ml	R 260.00				R
House White Wine 750 ml	R 230.00				R
House Red Wine 750 ml	R 265.00				R
Passion Fruit	R 65.00				R
Kola Tonic	R 65.00				R
Lime Cordial	R 65.00				R
Ice (per bag)	R 35.00				R
Orange Juice 1l	R 55.00				R

COFFEE/TEA ORDER FORM					
Item	Price Excluding VAT Price	Qty	Date	Delivery Time	Total Cost
Coffee Pack (for 20 pax) – includes Coffee, 1l milk, disposable Cups, filter paper, stirrers, sugar & sweetener	R 450.00				R
Barrister with Machine and 100 cups of coffee	4800.00				R
	R150.00				R
Tea Pack (for 20 pax) – includes Ceylon, Rooibos, 1l milk, Disposable cups, stirrers, sugar & sweetener	R220.00				R
STAFF HIRING (dressed in black trousers and white collared shirts) – minimum 4 hours					
Item	Price Excluding VAT Price	Qty	Date- Clock In Time	Date-Clock Out Time	Total Cost
Waiter	R 85.00/hr				R
Barman	R 105.00/hr				R
Event Manager	R 155.00/hr				R

Terms and Conditions.

1. PAYMENT:

- 100 % payment on acceptance of quotation. All Prices are VAT exclusive
- Any loss or damaged to MEC equipment will be charged to the client. The Equipment will remain the responsibility of the Client until collected by MEC.

2. CONDITIONS:

- The above will be treated as an enquiry until such time the signed order has been received. The company reserves the right to cancel this enquiry should we not receive acceptance as stipulated

3. BOOKINGS / ORDERS

- All function details, final items and quantities etc, should be arranged with Main Event Catering 14 days prior to the date of the Event. A pro forma Invoice will be sent in order to secure the booking.

4. DIETARY REQUIREMENTS

- Vegetarian, Kosher and Halaal catering can be arranged if these meals are required, we have to be informed 7 days prior to the event taking place. Please note that any special requirements including the above, carry additional charges.

5. POINTS TO NOTE

- All food and beverage items and / or equipments ordered by a client / company remains the property of Main Event Catering and cannot be removed from the premises or function without prior approval.
- Under the South African Liquor Act, the Main Event liquor licence requires all liquor to be provided by Main Event Catering.
- Menu prices are effective January 2018 and are valid until December 2018.
- All prices quoted are in South African Rands (ZAR) and are VAT exclusive. Full Payment before starting date.
- Main Event Catering reserves the right to substitute ingredients according to seasonal availability and / or supplier availability.

Please email the order form to malcolm@maineventcatering.co.za by 12 September 2018

FORM 15 – VISITOR TICKETS			
COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

To assist in attracting the attention of the greatest number of clients potentially interested in your products or services, visitor tickets were distributed to all exhibitors. If you would like additional tickets, please return this form.

Should you wish to use our standard template letter to accompany the tickets being mailed to your clients, please fax back this form, and we will e-mail the template through to you.

Alternatively, to save you time and money, the organiser will mail out all invitational tickets AT NO COST to you. Please provide us with your mailing list (which will be kept confidential) as well as an equal amount of invitation letters printed on your company letterhead or complimentary slips by no later than **12 September 2018** we will do the rest.

PLEASE FILL IN THE FOLLOWING:

Yes, please send us more tickets

Number of additional tickets required

Yes, please e-mail the standard template letter through to me

My e-mail address is _____

Yes, please save us time by mailing our potential clients.

Please e-mail your list to

Natasha.Sanders@terrapinn.com

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 12 September 2018**

FORM 17- PARKING TICKETS

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE		DATE	_____

INVOICING DETAILS		
Edutech 2018		
COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
EMAIL		
POSTAL ADDRESS		
VAT NUMBER		

Sandton Convention Centre will be providing the parking tickets and internet vouchers directly to the client.

Payment must be made directly to Sandton Convention Centre after receipt of invoice. Services will not be supplied until full payment has been received and all parking tickets and internet vouchers may be collected on level 1 at the management office on build up day.

DESCRIPTION	COST	QUANTITY	TOTAL
Parking tickets	R41.00 per day		

*Please note that parking in the Sandton Convention Centre parking bay is on first come first serve basis. The voucher can also be used at Nelson Mandela Square, Sandton City Mall & Game Store parking bays. The organiser and the venue will not be liable for refund should there not be parking space in the mentioned bays during the event.

**Please email the parking ticket order form to teheera.fritz@tsogosun.com by
12 September 2018**

FORM 18 – BANNERS & PRINTING ORDER

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

BANNER PRINTING			
ITEM	UNIT PRICE	QTY	TOTAL
X-Frame graphic and banner unit1.8mx 800mm	R895.00		
X-Frame graphic and banner unit1.6mx 600mm	R695.00		
Rolla banner complete with graphic and deluxe unit -Wing Shape solid single piece base	R1 195.00		
Rolla Banner standard Unit complete with frame	R895.00		
Fabric wall banner 3mx 2250mm complete system with graphic	R4 695.00		
		SUB TOTAL	
		14% VAT	
		TOTAL	

- * Please note all prices exclude VAT and a 50% deposit is required before production may commence.
- * If artwork has to be redrawn it will be charged as extra.
- * Prices include delivery within a 25km radius of Rivonia, Sandton South Africa

Please email the Banner printing order form to rory@raz.co.za by 12 September 2018

PRINTING

Please contact VDH Digital Printing Solutions Digital to assist you with printing of the following products.

- Manuals
- Reports
- Business cards
- Flyers/Leaflets
- Finishing – Wiro Binding or Perfect binding
- Presentation documents etc
- T-Shirts
- Bookbags
- Vinyl Stickers

Please contact curt@vdhprint.co.za by 12 September 2018

FORM 19 – PROMOTIONAL STAFF ORDER FORM	
COMPANY NAME	_____
CONTACT NAME	_____
STAND NUMBER	STAND SIZE
_____	_____
SIGNATURE	DATE
_____	_____

ITEM	UNIT PRICE PER HOUR	NUMBER OF STAFF REQUIRED	NUMBER OF HOURS	TOTAL
Promotional staff – Hosts & Hostesses	R250.00			
			SUB TOTAL	
			14% VAT	
			TOTAL	

Please note the following

Promo Soldiers – Booth Hosts/ Hostesses and Brand Activators can be selected based on the following:

- Specified looks and clothing sizes
- Specified demographics
- Minimum booking time 3 hours per person
- Client-facing and lead generating staff
- Can be incentivized for sales

Based on the above please specify your hostess requirements below:

Please email the promotional staff order form to Kerith Hulme kerith@soldiersgroup.com or by 12 September 2018

FORM 20– ACCOMMODATION BOOKING FORM



ACCOMMODATIONS	DISTANCE TO SCC	SHUTTLE TO CONFERENCE	WI FI	SINGLE BED & BREAKFAST	SELECT YOUR OPTION
FIVE STAR HOTELS					
THE HILTON HOTEL	20 min walk to SCC	Free shuttle offered. Shuttle runs on set times	Free unlimited wi fi available	R2500	
THE RADISSON BLUE GAUTRAIN	10 min walk to SCC	Free shuttle offered. Shuttle runs on set times	Free unlimited wi fi available	R2300	
FOUR STAR PLUS HOTELS					
DA VINCI	5 min walk to SCC, across the road to SCC	No shuttle required	500 MGs per day Free for guests	R3380	
FOUR STAR HOTELS					
GARDEN COURT SANDTON CITY	5 min walk to SCC	No shuttle required	350 MGs per day Free for guests	R1500	
THE BALALAIKA HOTEL	5 min walk to SCC	Free shuttle offered. Shuttle runs on set times	Free unlimited wi fi available	R2010	
THE COURTYARD HOTEL	5 min drive to SCC	Shuttle service available at an additional charge	15 min free per day	R1870	
THREE STAR HOTELS					
CITY LODGE KATHERINE STREET	20 min walk to SCC	Shuttle service available at an additional charge	15 min free per day	R1450	
PARK INN SANDTON	20 min walk to SCC	Shuttle service available at an additional charge	15 min free per day	R1800	
TWO STAR HOTELS					
TOWN LODGE SANDTON	20 min walk to SCC	Shuttle service available at an additional charge	15 min free per day	R1250	



Details in order for us to book your accommodation:

Company Name:			
Names of Delegate(s) as it appears on ID/Passport			
Name:			
Name:			
Name:			
Postal Address:			
Postal Code :			
Tel:			
Fax:			
Email Address:			
Accommodation Information:			
Number of SGL room(s) Required		Number of DBL rooms(s) Required	
Arrival Date:		<i>Please note: Check In Time: 14h00</i>	
Departure Date:		<i>Please note: Check Out Time: 10h00</i>	
Settlement of Account:			
By Credit Card (Master & Visa only)	Note we will send you a secure 3D link. Please note we require the printed name on the front of your card in order to create a link. Also ensure your card is registered for 3D secure payment		
By EFT	Name of Account Account Number Branch Code Bank	Villas and Hotels for Africa (Pty) Ltd 622 622 12310 (SWIFT FIRZAJJ) Willowbridge 210 655 First National Bank	
Please note all accommodation needs to be fully settled 30 days prior to arrival at the hotel,with Villas and Hotels for Africa			
Signed by the person booking the accommodation :			
Print Name :			

**To book your accommodation, please contact us at stay@villasandhotelsforafrica.com
Alternatively you can click on the link below to see which hotels we have secured for you and immediately book your accommodation.**

SUPPLIER CONTACT LIST

DESIGNER FURNITURE, CARPETS, FASCIA BOARDS, ELECTRICAL, PLANTS

Contact	Yolisa Zilwa	Compex
Telephone	+27 11 234 0604	E-mail: yolisa@compex.co.za

VENUE/PARKING TICKETS/INTERNET VOUCHERS

Contact	Teheera Fritz	Sandton Convention Centre
Telephone	+27 11 779 0000	E-mail: teheera.fritz@tsogosun.com
Fax	+27 11 779 0010	

SECURITY

Contact	Jaco van Dyk	IMPI Secure
Telephone	082 959 4444	E-mail: jaco@imp-secure.co.za

EXPOSCREENS

Contact	Petra Thiele	Expo Screens
Telephone	+27 82-4148451	E-mail: info@exposcreens.co.za
Fax	0866 274 874	

FREIGHT FORWARDING AND HANDLING

Contact	Tyron Naidoo	TST On-Site Management & Logistics cc
Telephone	+27 82 450 3480	E-mail: tyron@tstonsite.co.za
Fax	+27 866389057	

PLASMA SCREENS AND AV

Contact	Amy	Red Cherry
Telephone	+27 11 440 1303/	E-mail: amyh@redcherryrentals.co.za
Fax	+27 76 900 2604	

TELECOMMUNICATIONS

Contact	Masi Madlanga	Tsogo Sun IT
Telephone	+27 11 779 0000	E-mail: masi.madlanga@tsogosun.com

FOOD AND BEVERAGES

Contact	Malcolm Tait	Main Event Catering
Telephone	+27 11 508 1622	E-mail: malcolm@maineventcatering.co.za
Cell	+27 76 332 1313	
Fax	+27 11 494 1913	

BANNER PRINTING

Contact	Rory	Raz Graphics
Telephone	+27 11 807 4379	E-mail: rory@raz.co.za
Cell	+27 82 953 6992	

PRINTING

Contact	Curt	VDH Printing
Cell	+27 76 413 3531	E-mail: curt@vdhprint.co.za

PROMOTIONAL STAFF

Contact	Kerith Hulme	Soldier Group
Telephone	+27 11 465 9712	E-mail: kerith@soldiersgroup.com
Cell	+27 82 882 9261	

ACCOMMODATION

Contact	Joline Van Niekerk	Villas and Hotels for Africa
Telephone	+27 21 975 8192	Email: events@villasandhotelsforafrica.com

GENERAL INFORMATION

ADMISSION

The Exhibition is open to professionals, trade and business visitors only. All visitors will have to obtain a visitors badge in order to enter the exhibition hall. For safety reasons, children below the age of eighteen (18) will not be allowed into the exhibition halls at any time, from build-up to break-down.

BUILD-UP – MONDAY, 8 JUNE 2018

06h00 – 24h00
12h00 – 24h00
15h00 – 24h00
15h00 – 17h00
24h00

Contractors Only – Compex (Hall 1)
Raw Space Exhibitors build up (Hall 1)
Shell Scheme Exhibitors build up
Exhibitor badge collection
Venue closes

Build-up of stand must be completed no later than **23h00 on Monday evening, 8th June 2018** to allow the hall to be cleaned prior to opening day.

Exhibitors may add the final touches to their stands between **08h00 – 09h30 on Tuesday morning the 9th June 2018**. Please note that doors open at 10h00 therefore stands and exhibitors must be ready to receive visitors at this time.

FIREARM LICENSES

No firearms are permitted in the venue during the duration of the show. If you are displaying any firearms on your stand please insure you apply for a licence from the Firearm Licensing Department.

FIRE REGULATIONS

The Fire Department has laid down the following regulations concerning exhibition stands:
(All stands are subject to inspection by the Fire Prevention Bureau at anytime)

- No stand, other than standard shell scheme, shall be constructed either inside or outside a building, unless or until the Organiser has approved a plan of the proposed construction and general layout
- No highly combustible material such as Hessian, straw, paper, polystyrene etc. shall be used in or on the stand without the approval of the Organiser and without fire retardation treatment being applied to the combustible material
- No solid ceiling may be erected without the approval of the Organiser
- No exhibitor shall exceed, in any way, the boundary of his stand, unless arrangements have been made in writing and approved by the Organiser
- Written permission will be required for the storage of or use of hazardous substances, flammable liquids, gas cylinders, open fires and demonstrations with naked flames
- No structure or display shall be placed or constructed so as to impede the ordinary movement of people, nor shall the existing facilities or signs be constructed by any structure or display
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed
- All aisles and exhibits must be kept clear at all times
- Absolutely no storage of any kind will be permitted within the confines of the exhibition floor or placed behind the stand or against the walls or curtain
- No gas cooking is permitted at the Sandton Convention Centre
- It is compulsory to have a fire extinguisher on each level of a double storey stand

FLOOR DAMAGE

Every reasonable precaution necessary should be taken when constructing or working on a stand to ensure that no damage is caused to the floor. Exhibitors will be held responsible for any damage caused to the floor and will be subject to a charge. Damaged or missing carpet tiles will also be charged to the exhibitor.

FREIGHT FORWARDING

“TST On-site Management and Logistics” are the sole official freight forwarder and on-site logistics company appointed by Terrapinn Ltd (SA).

GUIDELINES

- Make sure that your stand is neat and tidy at all times
- Smoking is not permitted on the stand
- Although eating at your booth sometimes cannot be avoided, it doesn't look appealing to visitors. Try to organise eating times in the eating areas provided

- Corporate clothing is recommended for the staff representing your company on your stand. Ensure that the staff manning your stand are well informed about your products and services
- Do not leave your stand unattended. If you must leave ask someone in a nearby stand to keep a watch and inform visitors that you will be right back
- Ensure that you have an ample supply of brochures and business cards
- Do not leave any valuable items unattended
- Please ensure you arrive at the show 15 minutes before opening time to ensure your stand is ready for the delegates/visitors
- Please ensure you wear your exhibitor badge at all times to aid security and to gain easy access to the venue

INSURANCE

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking the necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

NOISE

The nature of the show is such that noise is unavoidable. Exhibitors must expect and accept a certain level of such noise in their stand area. In the event of justifiable complaints from other exhibitors, organisers reserve the right to determine the acceptable sound level and extent of demonstrations.

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS

All exhibitors who have raw space only or have a stand builder constructing their stand should note that in terms of the above act it is compulsory that you complete the Notice of Intent form.

PUBLIC ADDRESS SYSTEM

The PA system is restricted to emergencies and essential announcements only. During the show day's announcements over the PA will be made at the Organisers' discretion.

RAW SPACE STANDS ONLY

All stand designers, stand builders and raw space only exhibitors must familiarise themselves with the information below. All designs for raw space only stands must be submitted to the organiser who reserves the right to reject a design which unreasonably obscures or affects nearby exhibitor sites in any way.

All contractors carrying out work shall observe the Safe Working Practices. The details required are, where applicable:

- The form and dimension of every structural member of the construction
- The materials to be used in the construction
- The form and dimensions of every staircase
- The width and position of every exit and escape route within the stand
- The provision made in the construction of the stand for protection against fire and spread of flames. A fire extinguisher is required on each level of a double storey display

These plans, sections, specifications and written particulars must be submitted in a clear and legible manner.

Structured Stability:

All materials used for decorative finishes to stands shall be:

- Able to pass a test of flammability or for surface spread of flame
- Be fixed taut or in tight pleats to a solid backing
- Be secured at floor level
- Shall not ignite when subjected to a flame for ten seconds
- Any paint used shall be water-based. The use of paint sprayers in the venue is not permitted
- Cavities and spaces around stands shall not be used for storage or empty crates, cartons, boxes or packing material

All raw space exhibitors must order a Distribution board to obtain electricity. This cost will be for the exhibitor's own account.

RULES OF THE EXHIBITION

- Exhibitors may not hand out pamphlets, leaflets or any other articles from any area other than from their stand – this includes freestanding signage
- Exhibitors who have ordered raw space only, may not use the shell scheme walls belonging to another exhibitor
- Long urns of walling, particularly along open perimeters of stands are not permitted
- In the interests of the exhibition as a whole, it may be necessary to remove or alter something on the stand. If the Organiser feels this action must be taken, this would be at the expense of the exhibitor concerned
- The Organiser reserves the right to restrict the number of presentations or demonstrations causing obstructions within aisles, and/or is a nuisance to neighbouring stands

- Under no circumstances will the organiser be responsible for receiving or storing of any exhibit or stand material
- Any damage caused as a result of negligence on the exhibitors stand or raw space stands will be invoiced to the exhibitor concerned
- Special stand construction must receive the approval of the Organisers and their appointed engineers.
- If the depth of any display stand area exceeds 15 metres, in any direction, or is enclosed, an alternate escape route / door must be provided
- If any of the above display stands have a first floor, which is greater than 30m², a second means of escape must be provided
- All building material used to construct display stands must be non-combustible or treated with fire retardant material, with certificates supplied accordingly
- No display stands should be provided with closed ceilings – if ceilings are provided these stands must either be sprinkler protected, or relocated a minimum of 3,5 metres on all elevations away from other stands
- Please fill in the required form if exhibitor would like to hang any hanging banners above or around your stand
- No free standing structure may exceed 6 meters in height or exceed the boundaries of the site allocated. This includes company names, advertising material and logos provided by exhibitors

SAFETY GUIDINES

If your stand is using apparatus involving any risk, the Organisers approval is required. The Organisers need to be informed in writing regarding the following:

- Any material or substances that is hazardous, explosive or of an objectionable nature
- Exhibits that produces fumes or smoke
- Operating of machinery and apparatus
- Use of display of pyrotechnics and lasers
- Use of display radioactive materials
- Use of display of flammable liquids, oils and gases
- Distribution of food, drink or tobacco
- Any recording, broadcasting or use of radios, film, sound music, video or any other items that generate excessive noise
- The use of balloons
- Public entertainment, including amusement displays and live performances
- Live animals as part of displays

SECURITY

There will be 24hour general security beginning at build up on the **8th October 2018** from 06h00 until the end of breakdown on the **10th October 2018** at 12h00. The official security company is the only security allowed in the venue. Companies wishing to order additional security for their stand must please complete the relevant form within the manual. Terrapinn will not be liable for any loss or damages.

Removal of goods during the show hours will require a Goods Removal form, which is obtainable from the Organisers' Office.

SHELL SCHEME REQUIREMENTS

Shell scheme is not included in the raw space only stands. Shell scheme will automatically be supplied if the Shell scheme package has been ordered. Should you not need the shell scheme, please advise the Operations department. The shell scheme panels are 2,5m high and 1m wide.

Exhibitors may not use the reverse side of the walls belonging to another exhibitor. Exhibitors may not paint or hammer sharp objects into the shell scheme panels. Damaged panels will be invoiced to the exhibitor per panel damaged.

Hooks and brackets for mounting displays/pictures on the shell scheme panels will be provided free of charge and can be collected from the organiser's office. Presstick, double-sided Velcro and double-sided tape, can be used for mounting displays and pictures to the shell scheme panels.

Only the official Electrician may be used.

SMOKING

Due to government legislation, no smoking will be permitted within Sandton Convention Centre. There will be designated smoking areas.

STAND CATERING

"Main Event Catering" is the preferred catering company appointed by the venue. Please note that under no circumstances may external caterers be used. For any stand catering, complete form provided below.

STAND CLEANING

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of carpets and removal of rubbish. Additional cleaning for specific stands may be ordered by completing the relevant form included. Please note that the aisle bins are for visitor convenience and must not be removed from the aisles for individual use by exhibitors.

STAND PAYMENTS

All outstanding stand payments must be paid for in full by the dates agreed upon in your contact. NO STANDS WILL BE ERECTED UNLESS ALL MONIES ARE PAID IN FULL

TELEPHONE LINE APPLICATION

All telephone lines can be ordered through Siemens. Please complete the Telecommunications form in the manual.

VENUE DETAILS

Address: Sandton Convention Centre
Maude Street (Hall 1)
Alice Lane (Hall 2 and Ballroom)

Floor loading capacity: Sandton
1500 kg/m² (Maximum)

Ceiling height restriction: 6meters. Please note that the height restriction for stands under Café Nala (Restaurant area on level -2) is 3meters.

Access to loading bay:

Entry can be gained via Maude Street (Hall 1) and Alice Lane (Hall 2). Exhibitors can off load their goods from commercial vehicles and private cars. Please ensure that goods are off loaded and vehicles are then removed and parked. Any vehicles not abiding by the above will have their wheels clamped and standard penalties will apply.

Fire prevention

All halls have strategically placed fire escapes, with fire extinguishers suited for all types of fires. There are also fire hydrants, to which the fire department is directly connected. These have 30m fire hose reels. The Sandton Convention Centre fire alarm is directly linked to the Sandton Fire Department to ensure immediate response.

Hazardous Items

The regulation limit on Propane or LP Gas in the halls is 19kg. Should there be a requirement for additional gas, this has to be applied for in writing to the Fire Inspector, Sandton Fire Department. If you intend using gas for any reason please insure the operations department are notified two weeks before the exhibition.