

### AISLE ENCROACHMENT

Disaster Management rules and fire regulations at all conference and exhibition venues require that all aisles and access to fire exit doors are kept free of obstruction at all times. Exhibitors are required to take adequate space to accommodate their full display and personnel; no encroachment into the aisles is permitted. Personnel should be briefed that aisles remain the domain of the visitor and should not be considered an extension of the stand. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

### ALCOHOL

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit from management is required for promotional and sponsorship alcohol. A corkage fee will apply to every bottle brought to the premises. The venue requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18. These guidelines are non negotiable and fines will be issued to any exhibitors, suppliers or staff contravening these rules.

### BEHAVIOUR

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. Management reserves the right to remove personnel considered offensive and abusive. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

### BROCHURE DISTRIBUTION

You are allowed to attract visitors to your stand and work with them in your exhibition space; however **you are not allowed to hand out brochures and information in areas other than your stand**. Working in the aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, toilet facilities, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors. Offenders will be asked to leave the exhibition space and will not be permitted to re-enter.

### CARE OF BUILDING STRUCTURE

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. Any floor covering tape not removed by the exhibitor will be subject to a removal charge.

### RIGHT OF ADMISSION

Fair management reserves the right to refuse admission to any visitor, third party supplier, exhibitor, or exhibitor's employee who, in the opinion of Fair Management is unfit, intoxicated or in any way creating a disruption of the Fair.

### EXHIBITION STAND SHARING REGULATIONS

Under NO circumstances will the sharing of exhibition stands be allowed unless prior notification to the organisers and written approval has been obtained. The stand holder is the company responsible for signature of the "Exhibitor Contract and the Terms and Conditions Agreement" with Cape Town Book Fair (Pty) Ltd. In the event that permission has been obtained to share space and that there is a contravention or disruption of Fair rules, the stand will be closed and both parties held responsible for any damages.

### FIREARMS

The venue is a strictly weapon-free venue and the use of any weapon is not permitted. Exhibitors intending on displaying firearms or weapons, must apply to the Firearm Licence Department to obtain licensing. No personal firearms may be carried in the venue during the vent days.

### ON SITE MAINTENANCE

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 17h00 on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

### MICROPHONES & AUDIO-VISUAL EQUIPMENT

Exhibitors utilising audio-visual equipment or who are using microphones, are requested to keep the volume as low as possible and must ensure that neighbouring exhibitors are not offended by loud announcements and/or audio-visual equipment. The organisers reserve the right to cancel the presentation / demonstration or restrict the frequency and volume.

### EXCESSIVE VOLUME ON STANDS

Please note that audio-visual equipment, amplifiers or live music may not be used without the written approval of the organisers. Audio-visual presentations / demonstrations must not exceed the 'reasonable volume' or cause aisles to be obstructed. The organisers reserve the right to restrict the number of, or cancel presentations or demonstrations causing obstructions within aisles and / or are a nuisance to neighbouring stands. The organisers must give their written approval where any of the following is proposed i.e. any recording, broadcasting or use of radios (two way), film, sound, music, video or any other presentation likely to generate excessive noise. Please note that meeting and presentation rooms are available for this purpose. Feel free to contact the exhibition organisers for more information.

### PHOTOGRAPHY & VIDEO RECORDINGS

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Unauthorised photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only. The services of a photographer and videographer are available to all exhibitors.

### PRODUCT DISPLAY & SAMPLING

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Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not blocking the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organiser approval. We will ask you to turn down or turn off any sound system that is hindering your neighbour's ability to conduct business. Sampling outside of the contracted exhibition space will not be allowed. Please ensure that suitable refuse bags and facilities are available. This should be arranged with the organiser before the time.

### SELLING AT THE FAIR

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Exhibitors who wish to sell their products during the Fair must issue a receipt in order to allow the purchaser to carry out the product. Random security checks will be done on all traffic. For the convenience of all your VIP's and guests, please ensure that you escort them to and from the hall to minimise any risk of embarrassment as a result of security checks.

### SIGNAGE

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Signage must be professionally produced. No hand-written, Sale of Fair-special signs are permitted. Exhibitors who take the stand package, may not display any signs or logos on the fascias. No photocopied signs stuck with prestik will be allowed. All such signage will be removed at the organisers discretion.

### SMOKING

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As a public venue, smoking is not allowed. Designated areas have been allocated for smoking and these areas must be adhered to in terms of the Tobacco Products Control Act 1993. Failure to comply with these regulations could lead to possible prosecution.