

January 2007

Dear **Cape Town Book Fair** Exhibitor,

We're back! We're bigger! We're better!

On behalf of the organisers of the **Cape Town Book Fair**, I would like to take this opportunity of welcoming back all our Exhibitors from 2006 as well as first time participants. We value your participation and are in the process of creating a programme of events that will draw in large crowds of book lovers from right across the spectrum.

Combined with a direct-to-consumer marketing campaign and a complete PR strategy, our focus and goal remain in providing a world class event to showcase your literary talents.

The exhibitor manual has been designed to help exhibitors plan their company's participation at the **Cape Town Book Fair** well in advance and assist in ordering the services required. The information will provide exhibitors with everything they need for a successful exhibition.

The manual has been divided into the following sections:

- Logistics (The CTBF exhibition team, CTBF Service Contractors, Recommended Service Contractors, FAQ's)
- Technical Information for Exhibitors
- Health and Safety Regulations and Procedures
- Exhibitor Checklist
- Service Order Forms

The exhibitor manual contains all the forms and information that you will need to prepare for the exhibition. We strongly encourage you to use the manual and read all forms thoroughly, which will help in the preparation of your stand and will also serve as a source of reference and information. To execute forms from the manual, simply locate the forms that are pertinent to your needs, and fax to the number identified on the forms. Please note that **all service forms** must reach Sadika Ahmed no later than **Friday 13 April 2007**.

It should be the exhibitor's priority to nominate one person to co-ordinate and plan their participation, liaise with the organisers and adhere to the required deadlines. The exhibition timetable and exhibitor checklist are a useful start. We all aim to give you good service, please help us by returning your completed order forms on time.

We would like to make your participation in this year's exhibition both successful and enjoyable. If there is any information that you require, please do not hesitate to contact our team.

Kind regards,



VANESSA BADROODIEN
Cape Town Book Fair
Managing Director

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**FRANKFURTER
BUCHMESSE** 

 **PASA**
PUBLISHERS' ASSOCIATION
OF SOUTH AFRICA

BANK: First National Bank, Long Street/Cape Town
Branch Code: 201709, Account Number: 6207-832-9630
Swift Code: FIRNZAJ461

EXHIBITION TEAM

Please find below the contact numbers for the relevant team members who will be co-ordinating all the logistics, marketing and events for the Cape Town Book Fair 2007.

Exhibition Customer Care/ Travel & Accommodation

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Exhibition Management

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Exhibition Manager
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maraist@capetownbookfair.co.za

CAPE TOWN BOOK FAIR SERVICE CONTRACTORS

Please find below the contact numbers for the relevant service contractors for the Cape Town Book Fair 2007.

Audio Visual Equipment

The AV Alliance
Kurt Johnson
(t) +27 21 410 5119
(f) +27 21 410 5099
kurt@theavalliance.co.za
www.theavalliance.co.za

IT & Telecommunications/Internet

CTICC
Shanaaz Carelse
(t) +27 21 410 5072
(f) +27 21 410 5191
shanaaz@ctconvention.co.za
www.capetownconvention.com

Stand Cleaning& Stand Security

CTICC
Shanaaz Carelse
(t) +27 21 410 5072
(f) +27 21 410 5191
shanaaz@ctconvention.co.za
www.capetownconvention.com

Catering

CTICC
Gail Adriaanse
(t) +27 21 410 5041
(f) +27 21 410 5039
gail@ctconvention.co.za
www.capetownconvention.com

Plumbing & On Site Logistics

CTICC
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(t) +27 21 410 5072
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www.capetownconvention.com

Furniture Hire

Oasys Exhibitions
Maxine Woycieh
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maxine@oasysexpo.co.za
www.oasysexhibition.co.za

Electrical Installations

CTICC
Shanaaz Carelse
(t) +27 21 410 5072
(f) +27 21 410 5191
shanaaz@ctconvention.co.za
www.capetownconvention.com

Rigging

Greystone Projects
David Degbor
(t) +27 21 448 3960 / 447 7764
(f) +27 21 447 1970
david@gsprojects.co.za
www.gsprojects.co.za

RECOMMENDED SERVICE CONTRACTORS

Freight Agents

Safcor Panalpina

Gavin Less

(t) +27 21 934 0387

(f) +27 21 934 8959

gavinl@safcorpanalpina.co.za

Premier Freight

Pieter Steyn

(t) +27 11 573 9069

(t) +27 21 421 5836

(f) +27 21 419 3896

steyn@premierfreight.co.za

Birkart Globistics

Deidre Todd-Duff

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(f) +27 21 386 5460

deidre@birkart.co.za

Furniture Hire

Oasys

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Scan Display

Gary van der Watt

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www.capetownconvention.com

IDG

Natasha Moody

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infoct@idg.co.za

www.idg.co.za

Custom Design Stand Contractors

3D Designs

Conrad Kullman

(t) +27 11 608 1588

(f) +27 11 608 0591

3d@3ddesign.co.za

www.3ddesign.co.za

Scan Display

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IDG

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Graphic Requirements

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www.flamedesign.co.za

Audio Visual Equipment

AV Alliance

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(f) +27 21 410 5099

kurt@theavalliance.co.za

www.theavalliance.co.za

Stand Shield

Expo Screens

Floh Thiele

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(f) +27 21 424 5984

floh@exposcreens.co.za

www.exposcreens.co.za

Plant Hire

Flowers in the foyer

Hermien Coetzee

(t) +27 21 887 8138

(f) +27 21 887 3698

info@flowersinthefoyer.co.za

www.flowersinthefoyer.co.za

DISCLAIMER CLAUSE

Neither Cape Town Book Fair (Pty) Ltd. (organiser) nor the venue or any of its directors, employees or agents, will be liable to the client for personal injury to, or the death of any person, or loss, or damage to any property, of whatever nature, on the property or at the venue, however arising or caused. The exhibitor indemnifies Cape Town Book Fair (Pty) Ltd. (organiser), the venue and its directors, employees or agents against any claim of whatever nature, which may be against any of them arising out of any of the aforementioned, except where the same was due to gross negligence by the organiser or the venue. We wish to acknowledge Thebe Exhibitions for their support in developing the basis for this manual.

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FREQUENTLY ASKED QUESTIONS

Q: What are the contact details of the organisers?

A: Cape Town Book Fair (Pty) Ltd.	
VAT No	457 022 1418
Postal Address	PO Box 51498, Waterfront, 8002
Physical Address	Unit 212, 1st Floor, The Foundry, Prestwich Street, Greenpoint, 8001 South Africa
Contact Numbers	(t) +27 21 418 5493 (f) +27 21 418 5949
E-Mail	info@capetownbookfair.co.za
Website	www.capetownbookfair.com

Q: What is the banking details for the organisers?

A: Exhibitor accounts must be settled in full 30 days prior to the commencement of the exhibition, unless otherwise agreed upon in the Exhibitor Agreement. You will only receive access to the venue if your account is up to date and your stand will only be constructed when accounts have been paid in full. For account queries please call +27 21 418 5493.

Account Holder	Cape Town Book Fair (Pty) Ltd.
Bank	First National Bank, Long Street – Cape Town
Branch Code	20-17-09
Account No	6207-832-9630
Swift Code	FIRNZAJJ461

Q: What are the payment deadlines?

A: Stand Payment deadline	Monday 30 April 2007.
Service form submission deadline	Friday 13 April 2007.
Services Payment deadline	Friday 30 April 2007.
CTICC – Services Payment deadline	Friday 25 May 2007.

All payments received after the deadline date, will incur a 20% surcharge.

Q: Where will the exhibitor briefing take place?

A: Johannesburg Exhibitor Briefing:	Monday, 7 May 2007, Sandton Convention Centre, Ballroom 6 & 7, 13h00 for 13h30.
Cape Town Exhibitor Briefing:	Wednesday, 9 May 2007, CTICC – Roof Terrace Room, 12h00 for 12h30.

We highly recommend attending this briefing as information will be passed on to you that are vital to facilitating a successful exhibition experience. The CTBF team will be on hand to help with any queries you may have. Please R.S.V.P. to Sadika Ahmed on +27 21 418 5493 by no later than [27 April 2007](#), as this will assist us with our catering arrangements. We look forward to seeing you there!

Q: What are the operating hours of the Cape Town Book Fair?

A: Saturday 16 June 2007	10h00 – 18h00	Trade Visitor access from 09h00	Access for exhibitors from 07h00
Sunday 17 June 2007	10h00 – 18h00	Trade Visitor access from 09h00	Access for exhibitors from 08h00
Monday 18 June 2007	10h00 – 18h00	Trade Visitor access from 09h00	Access for exhibitors from 08h00
Tuesday 19 June 2007	10h00 – 17h00	Trade Visitor access from 09h00	Access for exhibitors from 08h00

Q: What are the entrance fees?

A: Adults	R30 per person
Trade Visitor	R30 per person (one day ticket) or R100 per person (four day ticket)
Pensioners, Students and Children	R10 per person
Weekend pass: Adults	R50 per person
Weekend pass: Pensioners, Students and Children	R15 per person

Q: How many exhibitor badges do I qualify for?

A: You will require your Exhibitor Badge to gain access into the hall during event days. Exhibitors who will be making use of their own corporate badges must present the Cape Town Book Fair exhibitor badge to gain access. Exhibitor badges are allocated in accordance to the size of your stand. [Additional badges can be purchased at R120-00 each.](#)

4m ² Stand	2 Exhibitor Badges
8m ² Stand	3 Exhibitor Badges
12m ² Stand	4 Exhibitor Badges

FREQUENTLY ASKED QUESTIONS (cont.)

Q: How many exhibitor badges do I qualify for? (cont.)

16m ² Stand	5 Exhibitor Badges
20m ² – 24m ² Stand	6 Exhibitor Badges
24m ² > Stand	6 Exhibitor Badges plus an additional badge for every 10m² over the initial 24m².

Q: Where can I collect my exhibitor badges?

A: Exhibitor badges may be collected from the organiser's office Meeting Suite 1.71, 1st Floor, CTICC, during the course of build-up.

Q: What are the build-up dates and times?

A: Wednesday 13 June 2007	15h00 – 20h00	Custom design stands only exhibitor build-up commences (written permission only)
	15h00 – 20h00	Vehicles & large items to be brought into the venue
Thursday 14 June 2007	08h00 – 20h00	Custom design stand exhibitor build-up continues
	12h00 – 20h00	Shell scheme package exhibitor build-up commences (written permission only)
Friday 15 June 2007	08h00 – 16h00	Exhibitor build-up continues and must be completed by 16h00. 18h00 for 18h30. Opening Function

The hours above indicate the times when exhibitors have access to the exhibition hall. Exhibitors may work until 20h00 each evening provided they stay within their stand and sign in for late stay at the organiser's office.

Q: What are the breakdown dates and times?

A: Tuesday 19 June 2007	17h30 – 22h00	Removal of small, valuable and hand-held items.
Wednesday 20 June 2007	08h00 – 15h00	Full breakdown commences.

Q: What is the breakdown procedure?

A: The exhibition hall will close promptly at 17h00 on [Tuesday 19 June 2007](#). Official stand break down is at 17h30, exhibitors are requested not to break down their stands before then. After the closure of the exhibition and once all visitors has left the hall, exhibitors may commence breakdown and remove small, hand-held and valuable items. The loading bay doors will be opened, however trailers and vehicles will not be allowed access into the venue. Exhibitors must use trolleys for the removal of their goods.

The organisers will not be held responsible for loss of goods or equipment from stands during breakdown. It is the responsibility of the exhibitor to ensure that a representative is present on the stand at all times. For security reasons, no exhibitor or contractor will be allowed access to the hall during breakdown without an exhibitor badge.

For the official breakdown period, [Wednesday 20 June 2007](#) exhibitors must have a representative manning their stand from 08h00 to look after the stand equipment. A Goods Removal Form will not be required during this period. All materials relating to an exhibitor's stand must be cleared by no later than 15h00 on [Wednesday 20 June 2007](#). The organisers will dispose of items not removed by the appointed time (at the expense of the exhibitor). Any sand, straw or similar materials must be removed entirely by the respective exhibitor by close of breakdown.

Q: Which loading bay do I access for build-up and breakdown?

A: To facilitate the smooth build-up and breakdown of exhibitions held at the CTICC, a traffic management system is in place. Goods to be exhibited must be delivered to the CTICC's marshalling yard via the Heerengracht entrance to the nominated loading area at a specified time. The marshalling yard comprises 5000m² and is adjacent to the exhibition hall for easy load in and load out. All exhibition sliding doors to the marshalling yard have double wicket doors which are 1800mm wide and 2075mm high. Exhibitors with excessive loading requirements must contact the event organisers and CTICC Operations Department prior to the event. Traffic marshals control access to the marshalling yard. No holding area is available and trucks / vehicles left unattended will be towed away at the owner's cost. Exhibitors are requested that once you have off-loaded your vehicle, it must be moved out of this area to the specified parking to allow other exhibitors ease of access without causing any traffic jams.

The event organiser and CTICC cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The cost of disposing of any such item will be at the expense of the exhibitor.

- Exhibitors will not be allowed to store freight and/or equipment in any public, service or loading bay area.
- All packing containers, wrapping materials and empty cartons in the loading bay area, must be removed by the Exhibitors or they will be disposed of by the Organisers, at the expense of the exhibitor.
- Vehicles may be parked in the loading bay area only while loading / unloading is taking place.
- Any vehicles parked in the loading bay for an extended period of time will be removed by the Organisers / On Site Handling Agents.

Should you be making use of the services of a freight company, please ensure that your boxes are stored on your stand or within the containers and that they are not obstructing traffic flow.

FREQUENTLY ASKED QUESTIONS (cont.)

Q: What is included in my stand package?

A: CUSTOM DESIGN STAND PACKAGE

Includes	Floor space only.
Excludes	Shell scheme walling, carpeting, electricity, stand cleaning & security. Additional services to be ordered via the manual.

SHELL SCHEME STAND PACKAGE

Includes	Back and side walls, bookshelves, stand sign, bench cabinet, spotlights, carpet, electricity, plug point, entry in the exhibitor catalogue, a copy of the exhibitor catalogue, exhibitor passes (all quantities are dependant on the actual stand size).
Excludes	Additional services to be ordered via the exhibitor manual.

Q: What must I do if I have a Custom design stand?

A: All stand designers, stand builders and custom design stand exhibitors must familiarise themselves with the information below and complete the Notice of Intent form. No stand construction will be allowed without the services department receiving this form. All designs for floor space only stands must be submitted to the organisers by the **13th April 2007**. These plans, sections, specification and written particulars must be submitted in a clear and legible manner.

The details required are, where applicable:

- The form and dimensions of every structural object of the construction, including staircases;
- The materials to be used in the construction;
- 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.

The organisers reserve the right to reject the design of a custom design stand that unreasonably obscures or affects nearby exhibitor sites in any way.

- Exhibitors utilising and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the event organisers and the venue for authorisation by the **13th April 2007** to comply with legal / safety regulations.
- Custom design stand exhibitors are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the event organisers for approval at least thirty (30) days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Q: Can I hammer nails into the shell scheme panels?

A: Exhibitors may not hammer sharp objects into the shells scheme panels and any damaged panels will be invoiced at a cost of **R300 excluding VAT** per panel. Hooks and brackets for mounting displays/pictures on the shell panels will be provided free of charge and are available from the organiser's office. Under no circumstances are exhibitors allowed to paint the white panels supplied. Additional fitments such as aluminium crossbeams, additional walling and lockable doors can be ordered separately.

Q: How can I attach pictures to the shell scheme panels?

A: Hooks and brackets for mounting displays/pictures on the shell scheme panels will be provided free of charge and are available from the organiser's office. Prestik, double-sided Velcro and double-sided tape can also be used for mounting displays and pictures to the shell scheme walls.

Q: Can I paint the shell scheme panels?

A: No – the shell scheme panels cannot be painted! Should you wish to paint your panels, additional chipboard panels can be ordered at an additional cost. Exhibitors found painting on the aluminium will be charged the full replacement value.

Q: Can I order additional stand furnishings and electrical services on-site?

A: Additional orders can be made on-site. These are subject to an additional 20% surcharge for ordering these services on-site.

Q: Can I have my company logo on the fascia board?

A: No, logos and decorations are not allowed on the fascia or on the outside of the stand. Please complete Form in the exhibitor manual, as to what name you would like above your stand.

Q: Can I have the lighting positioned anywhere on my stand?

A: Yes, please complete the Electrical Fitting Plan in the exhibitor manual and indicate the required positioning of the plug point and spotlights.

FREQUENTLY ASKED QUESTIONS (cont.)

Q: Where will the organiser's office be situated during the event?

A: The organiser's office, Meeting Suite 1.71, 1st Floor, CTICC, will be open throughout the build-up period from 08h00 to 20h00 daily. During event days, the office will be operational until ½ hour after the official closing time.

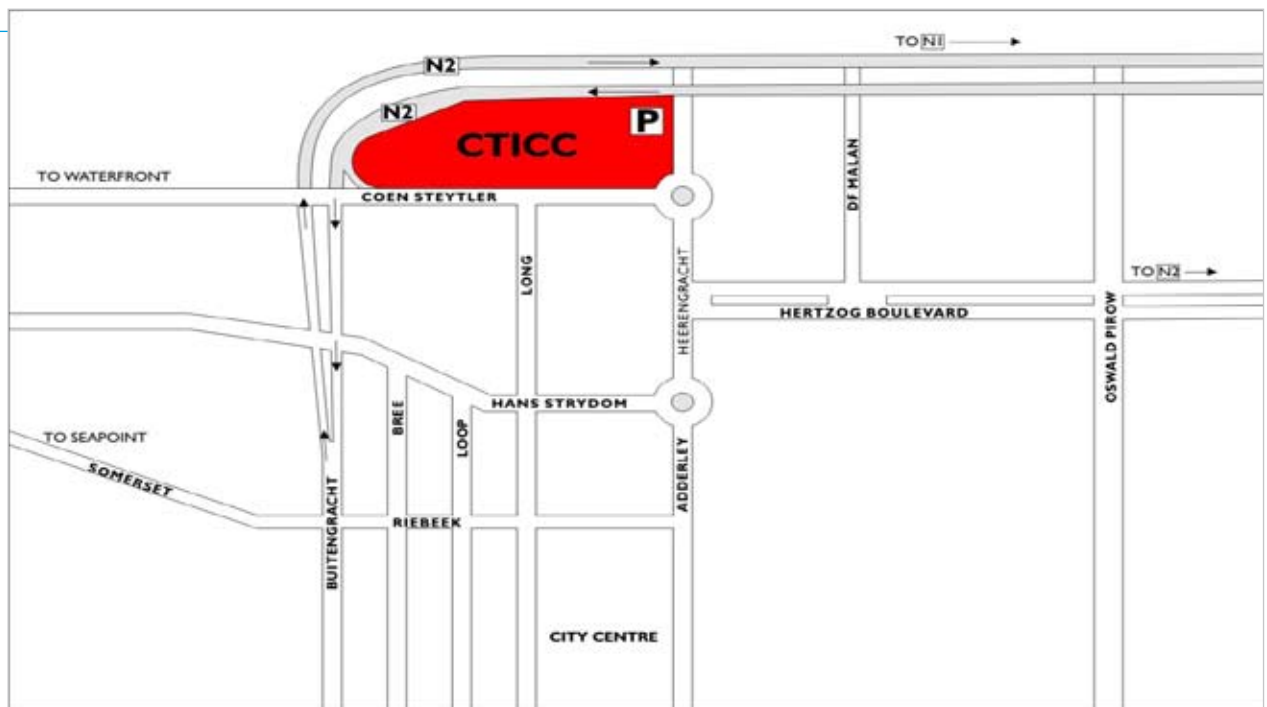
Q: Should I insure my goods for the exhibition?

A: It is recommended that insurance cover be taken for the duration of the exhibition to include transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands. Exhibitors shall be responsible for covering any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors.

Q: What about security?

- A:** Most thefts occur during the build-up and breakdown process, especially the first ½ hour after the show closes. Taking these precautions will help prevent a loss from your exhibition stand:
- After setting up your exhibit and at the end of show each night, cover your materials with a sheet or some type of cover (it pays to follow the old saying 'out of sight, out of mind')
 - Do not leave valuables unattended on your stand such as handbags, laptops etc.
 - Hire specific stand security measures (stand shield and/or security guard) to safeguard your exhibit and materials.
 - At the close of the show, pack your valuables first and do not leave them unattended.
 - Do not indicate the contents of your boxes i.e. VCR, computer, laptop, etc.
 - Make sure all arrangements to have your stand and equipment removed have been made.

Q: How do I get to the CTICC?



TECHNICAL INFORMATION FOR EXHIBITORS

ACCOMMODATION & TRAVEL

The Cape Town Book Fair has negotiated special rates at hotels within the vicinity of the Cape Town International Convention Centre. For bookings, please see the link https://cticc.ttgcompass.com/compass_cticc/webdirect.cfm?code=bookfair07

Recommended Boutique Hotels:

- Cape Cadogan- www.capecadogan.com
- Hemingway House – www.hemingwayhouse.co.za
- The Village House – www.thevillagelodge.com
- The Last Word Retreat – www.thelastword.co.za

Our preferred carrier, South African Airways are offering delegates special fares over the period of the event on a first come, first serve basis. Early booking is strongly suggested as flights to, from and within South Africa are generally in heavy demand. These fares are available for flights booked directly with SAA on their Intercontinental, Regional and Domestic services subject to the relevant class availability. Conditions will apply. Any flights undertaken on foreign carriers will be for the delegate's own account. Enquiries can be made immediately by contacting your nearest SAA office. Contact details for all the SAA Offices can be obtained from the website www.flysaa.com. South African residents should contact Karen Moodley on telephone 011 978-1100. In all instances please quote reference number AIR.GC.06.000070. Please note that special rates are not for online bookings.

AUDIO-VISUAL EQUIPMENT (FORM 9)

A wide range of equipment and services may be hired – kindly complete the attached form.

BANNERS / RIGGING (FORM 6)

The ceiling in the exhibition halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per beam. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to venue signage. The CTICC requires accurate plans showing the positioning of suspended items, their weight as well as the height of the bottom of each item from the ground. Please complete the relevant service form. Further requirements include:

All banners require the approval of the CTICC management prior to hanging.

All banners are to be delivered on the FIRST day of build-up. Late delivery will incur a surcharge.

All banners have a minimum of two points of suspension, if more are required, these will need to be costed accordingly.

Position and height to be agreed upon in writing before installation.

Chandeliers can only be hung from areas accessible by the cherry picker or rope access.

BUSINESS CENTRE

The African Connection is a business centre, bureau de change and travel desk situated on the ground floor of the CTICC between the Illy Café and the Afrique Convenience store. Other services include; Business and secretarial services, a self-service internet and email service, as well as a laptop zone for those who require a connection, an international telephone service as well as web conferencing and a fully integrated travel desk.

CARE OF BUILDINGS

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.

CARPETING (FORM 4)

Please remember that if you have ordered shell scheme stand package your stand is automatically fitted with grey carpeting. This means that you do not need to order carpeting separate. Should you require another type of carpet this would have to be ordered and paid for, please complete the relevant service order form. Exhibitors will be held responsible for any damage to the carpeting within his/her rented space, and will be charged for damaged, cut or painted tiles @ **R127.05 per tile excluding VAT**. Tiles are on hire only and must be left on the stand(s) after the exhibition has ended. Relaying of carpet tiles will be charged at **R26-25 per sqm, excl VAT**.

CATERING (FORM 13, 14, 15)

Please note that the CTICC is the exclusive supplier of food & beverage to all exhibitors. You are therefore not allowed to bring your own food or beverages into the hall or to arrange for their delivery by third parties, without the express written permission of the CTICC Catering Department. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least seven (7) days prior to the event, for approval by the venue management. However, these must be limited to 3 fluid ounces (56ml) of beverage and may only be distributed within the exhibition hall.

The venue provides a service whereby exhibitors may order food and beverages for their stands. To order please contact the Gail Adriaanse on +27 21 410 5041 or gail@ctconvention.co.za for more information.

Food items must be ordered at least seven (7) working days before the commencement of the exhibition. During the exhibition, additional food orders for the following day must be telephonically ordered before 12h00. Lunch items will be delivered between 11.00 and 13.00. Beverage items will be delivered between 08.00 and 11.00. Orders to the value of less than **R150-00** will be charged a **R20-00** delivery fee. Loss or damage of the CTICC's equipment will be charged to the exhibitor at full replacement value. All prices are inclusive of VAT and are valid for 2007

TECHNICAL INFORMATION FOR EXHIBITORS (cont.)

CATERING (FORM 13, 14, 15) (cont.)

Under no circumstances will ordered items be returned for credit. Payment must be made via credit card or debit card. No cash will be accepted. The cost of the products and services provided will automatically be deducted from the payment card. Any order(s) received after the stipulated deadline may be subject to a 20% surcharge.

COMPETITIONS

If you have planned to run a competition for the visitors during the exhibition, or now wish to do so, it would be to your benefit to share the details of your competition and prizes with the organisers. Please ensure that the necessary approval is obtained from the organisers.

CONDITIONS OF HIRE

The items are for hire for the duration of the exhibition only. Any items hired are the responsibility of the exhibitor until collected. In the event of loss or damage, the hirer undertakes to pay the full replacement cost, in addition to the hire price, immediately on receipt of invoice.

COOKING & SAMPLING

Any requirement for cooking at a stand must be communicated in advance to the organisers, giving all the relevant details. The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organisers and venue management.
- Solid food portions should be no larger than “bite size” portions – 85g of food on toothpick
- Beverage tasting must be in “tasting cups” – 56ml of beverage.
- Bottles will be subject to a negotiated corkage fee.
- Should samplers interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that the sampling be terminated.

The exhibitor is to supply large plastic rubbish bins including a supply of plastic bags.

CONTRACTOR BADGES

Contractor badges will be issued during build-up and can be obtained from the organiser's office. Please be aware that security commences at 08h00 on [Wednesday 13 June 2007](#) and will be present during the show until 15h00 on [Wednesday 20 June 2007](#), the end of breakdown. Exhibitors remain responsible for the safekeeping of their own goods and displays during these times.

DOUBLE TIER STANDS

A Structural Engineer's Certificate is required from exhibitors utilising and/or planning a double tier stand by the organisers for authorisation by the [13th April 2007](#), to comply with legal/safety conditions. Custom design stand builders are to submit a Structural Engineer's Certificate for stands over 3 metres in height with their floor plans incorporating front, side and top elevation, to the organisers and venue management for approval at least thirty (30) days prior to build-up day. Failure to comply with this requirement may result in refusal of permission to erect the stand. Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given by the Fire Department. A copy of the above is to be provided at least thirty (30) days prior to the event for approval by the organisers and the Fire Department.

ELECTRICAL HIRE AND SUPPLY (FORM 8)

- Plug points and additional lighting may be ordered via the manual - please complete the Electrical Hire & Supply form (Form 8).
- Custom Design stand exhibitors must please order a 30amp single-phase distribution board to get a source of electricity to your stand.
- Should you require your plug point(s) in a certain position, please send a drawing to the organisers indicating your preferred location or complete CTICC Form 1. Should we not be in receipt of any drawings, the plug points will be fitted at the discretion of the contractor.
- Exhibitors must provide their own extension cords and double adaptors.
- Only the official electrical contractor is permitted to do electrical work. Where electrical and light fittings are installed in pre-fabricated displays, a qualified electrician must install these. The connections on such displays to the power sources of the exhibition, must however be undertaken by the organiser's electrical contractor for which a connection fee will be charged. The exhibitor's wiring is subject to approval by the organiser's appointed contractor. Please do not exceed the wattage draw-off from the power points you have ordered (e.g. 5x 100W per 15 amp plug point). Should you be unsure, the electrical contractor will be happy to assist. Please note that if electricians are installed by an exhibitor's stand builder, they will be required to produce an electrical compliance certificate.

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.

EXHIBITOR BADGES (FORM1)

You will require your Exhibitor Badge to gain access into the hall during show days. Exhibitors who will be making use of their own corporate badges must still display the Cape Town Book Fair exhibitor badge to gain access. Exhibitor badges are allocated in accordance with the size of your stand.

4m ² Stand	2 Exhibitor Badges
8m ² Stand	3 Exhibitor Badges

TECHNICAL INFORMATION FOR EXHIBITORS (cont.)

EXHIBITOR BADGES (FORM1) (cont.)

12m ² Stand	4 Exhibitor Badges
16m ² Stand	5 Exhibitor Badges
20m ² – 24m ² Stand	6 Exhibitor Badges
24m ² > Stand	6 Exhibitor Badges plus an additional badge for every 10m² over the initial 24m².

Additional badges can be purchased at R120-00 each.

FASCIA NAME BOARD (FORM 2)

- A blue fascia board with white lettering will be included in the shell scheme stand package (subject to change).
- If you have reserved the shell scheme stand package, you receive one (1) fascia name as part of the package. With a corner stand, a 2nd and/or 3rd fascia name may be required on the 2nd and/or 3rd fascia board. There is no additional charge for this service. Please note that fascia boards cannot be ordered without ordering the shell scheme package.
- The fascia board consists of a 6mm laminated panel that is 370mm deep. The height from the floor to the bottom of the fascia board is 2130mm. Fascia boards are provided for all open sides of the stand, and where necessary will be supported by 70mm round aluminium poles.
- The vinyl letters used on the fascia board are 100mm high and are all in a standard font.
- You may not replace this with another type of fascia. Company logos may be presented within the stand parameters in a discreet manner.

FLOOR LOADING & HEIGHT RESTRICTIONS

Ceiling Heights

The ceiling is concave in shape with the highest point at 18 meters and the lowest point at 10 meters.

Maximum Weight

1 500kg / m² Exhibition Hall 1 • 3 000kg / m² Exhibition Hall 2 • 3 000kg / m² Exhibition Hall 3 • 1 500kg / m² Exhibition Hall 4

FREIGHT FORWARDING

The organisers have appointed SAFCOR PANALPINA, PREMIER FREIGHT and BIKART GLOBALISTICS as the official freight forwarders. They have off-site storage for early deliveries, late despatches and holding of packaging materials. They will provide a full range of freight handling services to include international and local transport, customs clearance, warehousing, removal, storage and return of empty cases, re-export formalities and return transport. Exhibitors that need assistance with the movement of equipment must please contact the relevant companies. Contact details are listed under Recommended Service Providers.

FURNITURE HIRE (FORM 5)

To further enhance your exhibition stand, additional furniture ranging from tables, chairs, display cabinets to shelving can be hired for the duration of the exhibition. The furniture will be delivered to your stand on the first day of exhibitor build-up. Any items hired are the responsibility of the exhibitor until collected. In the event of loss and/or damage, the hirer undertakes to pay the full replacement fee, in addition to the hire price, immediately on receipt of invoice.

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.

PARKING

Build-up & Breakdown	The CTICC provides free parking to exhibitors during build-up and breakdown days on the condition that a pre-validated ticket is purchased for show days by exhibitors in advance of the opening event.
Show Days	A Multi Access Parking Ticket can be purchased from the kiosk in front of the organiser's office.
Cost	R38 per ticket. Please note – parking bays will not be reserved and tickets are not refundable and not replaceable if lost.
Pay-on-Foot Service	A parking ticket is issued on entry into the designated parking garages on site. Visitors are billed for the duration of stay, charged out at an hourly rate

The CTICC has over 1300 parking bays available under and adjacent to the centre. These bays are distributed as follows:

740 bays	P1 Coen Steytler Parking Garage – guests access this parking via the Buitengracht or Heerengracht /Long Street entrance and walk across Convention Square to enter the CTICC.
400 bays	P3 CTICC basement.

PLANT HIRE

A range of quality, attractive plants and flower arrangements for enhancing exhibitor's stands are for hire. The items are for hire for the duration of the exhibition only. Any items hired are the responsibility of the exhibitor until collected. In the event of loss and/or damage, the hirer undertakes to pay the full replacement fee, in addition to the hire price, immediately on receipt of invoice.

TECHNICAL INFORMATION FOR EXHIBITORS (cont.)

PLUMBING (FORM 11)

Plumbing (Water & Waste) is only available from certain areas within the venue. Should exhibitors require the service, it is imperative, that exhibitors liaise with the organisers to ensure that your stand is in the required location. Based on your requirements, a quotation will be obtained from the Plumbing contractor. All water supplied will be in 15mm tubing. A note must be made of what water pressure is required and what equipment will be used. Any changes to water pressure will be charged for and prices will be quoted on receipt of the relevant form supplied. Please do not pour any water into the ducting as there are specific drainage points.

PUBLIC ADDRESS & MESSAGE TAKING

Public address announcements in the exhibition hall will only be made for emergencies and show management information. General announcements or prize-winner announcements cannot be made.

SECURITY

The security provided by the organisers is general hall security and not individual stand security. The premises are patrolled day and night and whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property.

Please ensure that any incident involving the loss of property is reported to the security office. Failure to do so could result in insurance companies refusing to meet claims. We recommend that all valuables, particularly of a portable nature, are not left unattended on your stand. This is particularly relevant on the closing evening and throughout the breakdown period. Removal of stock and goods during show hours will require a Goods Removal Form which is obtainable from the organiser's office. The form must be completed by one of the organisers and a copy must be given to the security representative when leaving the premises. Exhibitors are reminded to issue receipts to visitors for all goods purchased from their stand. Exhibitors wishing to arrange additional security for their stand during the exhibition must complete the Stand Security form.

SERVICE CONTRACTORS

The organisers have appointed service contractors in the fields of stand construction, electrical hire & supply, cleaning, plumbing and security and no other contractors will be allowed into the venue. Exhibitors using outside contractors or stand builders for their display work should please liaise with the organisers to facilitate their access during build-up. These stand builders will be required to co-operate with the build-up programme of the official contractors and the requirements of the organisers. Outside contractors need to complete the Notice of Intent form.

STAND CLEANING (FORM 7)

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 aisle carpets and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisle bins are for visitor convenience and must not be removed from the aisles for individual use by the exhibitors. Please note that exhibitors that require that their stand(s) be cleaned on a daily basis, must please complete the Stand Cleaning form.

STAND DIAGRAMS (CUSTOM DESIGN STANDS EXHIBITORS)

All exhibitors are required to submit a copy of their stand design by the **13th April 2007**. Failure to do so could result in the cancellation of your stand space.

STAND SHIELD (EXPO SCREENS ORDER FORM)

Expo Screens is the recommended provider of Stand Shields. A stand shield is a sail that protects merchandise and equipment on display and prevents access onto the stand area outside show hours. The sail clips onto the opening of the stand shell scheme, left to right, and from top to bottom. This is not limited to shell scheme stands only. The shield takes 5 minutes to set up and is secured by locks with your own key. Service contractors will be onsite throughout the show to assist with stand shields. If you wish to order a shield, please complete the Expo Screens order form. The shield will be installed on the last day of build-up for the security of your stand.

SURCHARGE

Please take note of the deadline dates for each service form and ensure that you return the form to the organisers to avoid the late surcharge. All on-site orders will automatically incur a 20% surcharge

TELECOMMUNICATIONS APPLICATION (FORM 12)

Exhibitors who wish to hire temporary analogue telephones and/or fax machines for their stand are advised that a full range of telephones and telephone connections are available for rental on a temporary basis. This service only applies for the duration of the exhibition and rented handsets will be delivered to the stand on the day the service is required. Please note that all outgoing calls / transmissions are chargeable on a time basis. Exhibitors are advised that they are responsible for the payment of ALL calls made from their telephone and are liable for the cost of the telephone instruments, keys and accessories if said exhibitor should neglect to return them to the service provider.

VEHICLE DISPLAY

Arrangements for the display of motor vehicles should be made with the organisers prior to the event. Special conditions apply:

- The fuel tank(s) must be void of petrol / diesel and the battery must be disconnected for the duration of the exhibition;
- A drip tray must be provided and placed underneath the motor vehicle for any oil leaks;
- A fire extinguisher must also be positioned on the stand.
- Vehicles may not be started, run or moved during event hours.

TECHNICAL INFORMATION FOR EXHIBITORS (cont.)

VENUE DAMAGE

The organisers appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the exhibition hall and a specific area will be demarcated in the marshalling yard for this purpose. Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person(s) employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the venue property will be charged with the replacement value of such items.

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the floor.
- Crates, exhibit panels and pallets must at all times be kept away from walls or pillars.
- No attachment, fitting or detachment is to be made to the internal / external walls, floors, ceiling or pillars of the venue, nor may any items be suspended from the overhead structure without the prior knowledge and written consent from the organisers and the venue.
- Nails, screws or other devices may not be driven into any part of the building.
- Due to fire regulations, the storage of paint on-site is prohibited.

VETTING

In the interest of superior quality at the exhibition, the organisers will vet all stands at 13h00 on the last day of build-up. Should the above rules & regulations not be adhered to, the exhibitor will be given notice to rectify the problem within 2 hours or the stand will be closed.

HEALTH & SAFETY PROCEDURES AND REGULATIONS

INTRODUCTION

General safety guidelines have been developed by EXSA in order to inform and educate the exhibition industry and the exhibitor on what "best practices" should be used to safely exhibit and in order to avoid any possible liability, injury, accident or loss of life. The following guidelines should be followed when involved in an exhibition, which take into account items of general health and safety. Before any work should begin on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, which looks at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk, these steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

GENERAL FIRE SAFETY ASPECTS

The following aspects regarding fire safety are required to be reported to the Organiser prior to start of build-up to the exhibition, to allow for liaison and approval with the Fire & Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal By Laws and Regulations regarding fire safety.

- All plans for stage sets and designs, such as height of over 500 mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the Organiser.
- All flammable and combustible materials and components will be declared for approval and treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the Organiser.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose made safety containers in minimum quantities.
- Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement.
- All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event Floor plan.
- Should no certificate or approval be forthcoming, please note that the Fire department – Emergency Management Services – have the right to fine transgressions).

The Fire & Emergency Services will conduct an inspection of the exhibition on the last day of build-up to ensure compliance, and should full compliance with regulations not be adhered to, they have the right to hold back on the doors opening for the event or fine transgressors.

ELECTRICAL PROCEDURES & REGULATIONS

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified. All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing the venue, please take cognisance of the following:

- No Twinflex is permitted.
- No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
- All purpose built stand shell schemes/equipment are to be undertaken by a registered Wireman only and must comply with South African Bureau of Standards and Occupational Health & Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.

HEALTH & SAFETY PROCEDURES AND REGULATIONS (cont.)

ELECTRICAL PROCEDURES & REGULATIONS (cont.)

- Only SABS approved multi-socket or multi-extender plugs or cable-tie maybe utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm² e.g. (3 core cable).
- Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m and not be subjected to mechanical damage. Electrical wiring across walkways/passages using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2.5 m. Any metallic structure with electrics affixed thereto must be earthed to a distribution board.
 - o No joints to trailing cable will be accepted.
 - o Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pin round plug).
 - o Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
 - o Any termination points on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).
 - o Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
 - o 15 Amps are allocated per exhibition stand to cater for most exhibition requirements. However should it be necessary to plug in laser printers, heating and refrigeration equipment, additional electrical supply will be necessary. Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
 - o Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
 - o Each electrical supply provided is intended for one item of equipment or machine, on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
 - o No electrical installation and/or fitting may be suspended from the ceiling of the exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the venue, and if permitted, a fee will be levied.
 - o 30 Amp and 60 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 60 amps need to be discussed with the Services Manager.
 - o Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Services Manager.
 - o Fluorescent fittings – must be earthed.
 - o All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.

ELEVATORS

Passenger elevators and escalators are NOT to be used for transporting freight or equipment from level to level. This includes easels, chairs and tables etc.

EMERGENCY PROCEDURES & FIRE REGULATIONS

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

Immediately report an incident of concern to the organiser;

Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue;

Do not panic;

Evacuation of the venue will be announced over the venue's PA System;

Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in your immediate vicinity;

Fire escapes are situated at intervals throughout the building and are easily accessible;

In the event of an emergency at the venue, the following services will be provided:-

- o Evacuation Lighting and essential ventilation
- o Computer systems for building control
- o Evacuation security systems
- o Fully trained evacuation team
- o Pressurisation of fire escape stairwells
- o Specialised emergency services
- Please note that all the venue lifts will come to ground and escalators will stop operating.

EXITS

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

FIRE ESCAPES

Fire escapes are located at intervals in the building and are accessible from each floor.

FIRE RETARDATION

The local council by-Laws are quite specific; THAT NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event. However if displayed, it must be treated correctly or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

HEALTH & SAFETY PROCEDURES AND REGULATIONS (cont.)

FIRE RETARDATION (cont.)

Combustible materials are items such as:

- Combustible materials includes draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- As per the Fire and Emergency Services, hay and Hessian are banned from the exhibition.
- Combustible material to be treated with a fire retardant substance as approved by the Fire & Emergency Services & SABS standards.
- Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.
- Carpet fire rating as per SANS 10400.

GAS REGULATIONS

This policy has been formulated to provide guidelines to all event organisers and/or exhibitors who bring their own equipment, goods for sale, caterers, and kitchen utensils etc. for use in any of the exhibition halls within the venue.

All clients are to abide by the following regulations drafted in accordance with the Health & Safety Committee as well as the Fire Department.

- Only one gas bottle per exhibitor will be allowed on site at any time.
- All spare bottles need to be stored off-site.
- No gas bottles larger than 19kg are allowed.
- The gas bottle must be fitted with a pressure regulator.
- No connections will be allowed during show times. All connections to be done before the show commences in the morning. Should the gas run out during the day, no further installations will be allowed until the next morning;
- The exhibitor takes full responsibility for all aspects of the Health and Safety Act that is applicable to the installation;
- Upon delivery of the gas the bottles will need to be checked through the control room and a certified installer must connect the gas, at all times.
- The exhibitor remains solely responsible for the safety and security of cylinders whether in the hall or in the marshalling yard;
- The exhibitor must ensure that the correct type and quantities of fire fighting equipment is on hand. All fire fighting equipment must have service labels from a SABS approved service company with a service date no older than 9 months;
- There is no extraction in the exhibition halls and therefore cooking must be kept to a minimum. No deep fat fryers will be allowed on-site;
- The venue reserves the right to remove all gas from site should any of the above conditions not be adhered to regardless of concluded arrangements

INSURANCE

It is recommended that insurance cover be taken for the duration of the exhibition to include transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The Organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TV's, DVD's and video machines must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors. EXSA suggests that exhibitors should carry public liability cover in excess of a minimum of **R2 million** for the purposes of exhibiting at an exhibition and that any contractors appointed should carry the same value of **R2 million** liability cover.

LIABILITY

The Contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

NATIONAL BUILDING REGULATIONS

This Code of practice covers provisions for building site operations and building design and construction both permanent and temporary that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings is defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging and scaffolding as temporary structures. Before temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

- Statement of the period of which the temporary building will be operational.
- A site plan.
- Layout Drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building.
- Any structural detail required determining the structural safety of the temporary building.

HEALTH & SAFETY PROCEDURES AND REGULATIONS (cont.)

NATIONAL BUILDING REGULATIONS (cont.)

For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise, is deemed a potential hazard and requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder provide a Structural Certificate. If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or Emergency Management Services to not allow persons on the structure. The Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and the venue as the property owner, and will bring to the attention of the Managing Agent, any concerns that they may deem hazardous.

OCCUPATIONAL HEALTH & SAFETY ACT REGULATIONS

Exhibitors who have booked floor space only stands or have a stand builder working for them, must please take note of the abovementioned act and ensure that all contractors and sub-contractors working on the stand, comply with the Safe Working Practices as well as the guidelines & regulations as set out in the Act. Please ensure that the Notice of Intent form is completed and faxed to the organisers on +27 11 549 8517.

SAFETY GUIDELINES

- a) The venue will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- b) No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- c) The venue must give their written approval where any of the following is proposed:
 - Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
 - Items that produce fumes, exhaust or smoke;
 - Operating machinery and apparatus;
 - Use or display of pyrotechnics and lasers;
 - Use or display of radio active materials, flammable liquids, oils and gasses as well as welding or compressed air;
 - The use of balloons and public entertainment including amusement displays, live performances and live animals on display.

SAFE WORKING PRACTICES

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OCHSA). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act. Staff & contractors shall be vigilant towards health & safety issues to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

- a) The understanding of the Fire & Emergency Services procedures.
- b) The understanding is to ensure aisles leading to emergency exits are kept clear and unobstructed.
- c) The use of hard hats when working or restricting access to dangerous and hazardous areas.
- d) The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.
- e) The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- f) That after use chemicals and liquids is removed from the venue for safe and proper disposal.
- g) Such products may not be disposed of in general refuse areas.
- h) Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used.
- i) Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- j) That forklifts are not used by anyone other than fully trained venue personnel.
- k) That work is maintained free from general waste material that could be hazardous.
- l) That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

STRUCTURAL STABILITY

- a) The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability
- b) All materials used in construction shall be:-
 - Non combustible material
 - Flame resistant timber of any thickness
 - Flame resistant plastic and boarding
 - Chipboard or block board more than 18mm thick
- c) All materials used for decorative finishes to the set 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 10 seconds
- d) Any paint shall be water based.
- e) The use of paint sprayers is not permitted
- f) Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials

EXHIBITOR CHECKLIST

By using this exhibitor check list you can eliminate most of the problems that might possibly confront you when your exhibition stand is set up at the show. This is designed as an average list. Please read this carefully and add or delete items according to your particular needs.

8 – 12 WEEKS BEFORE THE SHOW

- Read your exhibitor manual thoroughly and highlight the key areas you will be referring to.
- Diarise dates and times for build-up, show days, breakdown and events.
- Request advertising space in the Show Catalogue (if applicable).
- Check with the organisers which other value added marketing opportunities / sponsorships are available.
- Nominate a person to assume responsibility for the stand.
- Prepare a detailed budget.
- Review corporate objectives and tailor your exhibit theme to accomplish these.
- Check list inventories of available literature or prepare new literature for stand distribution.
- Check list availability of promotional samples and products for display. Arrange promotional activities.
- Arrange for adequate extension of your business insurance for the show.
- Make your travel arrangements.
- Design the stand - decide on special stand features and circulate for approval.
- Appoint a stand designer / builder if required and ensure that your stand builder is aware of the build-up, show and breakdown dates and times.

4 – 8 WEEKS IN ADVANCE TO THE SHOW

- Ensure all stand payments due have been paid. Bank account details listed on the invoice.
- Create a timetable for your staff to co-ordinate stock, equipment delivery and removal.
- Circulate a list to all staff with dates and times, detailing who will be on site.
- Order your stand furnishings and services via the exhibitor manual.
- Arrange for delivery / shipping of literature, equipment and display units.
- Make sure invitations to visit the stand have been included in all correspondence with customers.
- Applications for telephone, fax and ISDN lines must be ordered well in advance.
- All designs for floor space only stands must be submitted to the organisers who reserve the right to reject a design which unreasonably obscures or affects nearby exhibitor stands in any way.
- All stand designers and floor space only exhibitors must complete the Notice of Intent form.

10 DAYS IN ADVANCE TO THE SHOW

- Prepare for set-up of exhibition stand.
- Prepare tool kit for all items necessary to set up stand and perform emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manuals, tape, screws and tacks.
- Check that you have booked your build-up and breakdown dates and times.
- Order uniforms for all staff if required.
- Organise services payment and deposit into the relevant bank account - no payment, no services.
- Ensure that enough exhibitor badges have been ordered for all the staff required to man the stand.
- Are interpreters, receptionists, host/hostesses required?
- Hold a pre-show meeting with stand personnel to review objectives, responsibilities and the lead retrieval system.
- Plan post-show follow-up activities.
- Pack a first-aid kit.
- Ensure that everyone has safety shoes and glasses for build-up and breakdown.

DURING BUILD-UP AT THE SHOW

- Review exhibitors manual for items ordered.
- Pick up exhibitor badges from the Organisers Office.