

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.