

EXHIBITOR MANUAL

An official event of the
South African Wind Energy Association
and Global Wind Energy Council



WINDABA 

8-9 OCTOBER 2019
CAPE TOWN INTERNATIONAL CONVENTION CENTRE
CAPE TOWN, SOUTH AFRICA

WIND IS POWER

Visit www.windaba.co.za or contact Yolanda Adams at: yolanda@windaba.co.za

Quick Guide:

WELCOME:

Dear Exhibitor,

Welcome to Windaba 2019!

The South African Wind Energy Association (SAWEA) and the Global Wind Energy Council (GWEC) are delighted to be your host for the ninth annual Windaba Conference and Exhibition.

Windaba Exhibition remains 'Africa's Premier Wind Energy Conference'. Against the backdrop of several national Despite a challenging year, 2018 evidenced an emerging and unified Wind energy market. We would like to extend our sincerest thanks to our returning exhibitors and sponsors for their continued and growing confidence in the trade show. Against the backdrop of several global shifts, wind energy and renewables at large continue to strengthen in adoption. The reality of climate change and the global energy transition will necessitate that the market grows and strengthens over the short to medium term. Opportunities domestically and on the Continent, look extremely exciting and we look forward to providing a platform for new business relationships with Windaba 2019. We encourage all new exhibitors to take advantage of potential and credible business leads by participation at Windaba from 8-9 October at the Cape Town International Convention Centre (CTICC 2), South Africa.

Our exhibition builders are once again Scan Display Cape Town. Please note for new exhibitors we will once again be using fabric shell scheme and NOT traditional walls. Please see page 8 of manual for more information. After the success of the online order system we urge you to make all necessary furniture arrangements timeously. This process will ensure that your exhibition experience is seamless. Please follow this link to start booking: <http://servicesorderforms.co.za/windaba2019/>

Please note: The Windaba App launch date will be announced via email closer to the event date, all registered attendees will have access to each other, the programme, floor plan and all other pertinent event information via the app. Our Gala Dinner and awards ceremony will be held on the opening evening of the conference on 8 October 2019. This year the venue will be at the CTICC 2.

This exhibition manual contains all the information you will require to ensure that you get the maximum value from your participation this year. If you have any additional questions please feel free to contact the Windaba Team and we will gladly assist.

As an exhibitor there are a number of factors that you need to consider. Please take the time to go through the information relevant to your needs and ensure that they are completed well within the deadlines to avoid disappointment and surcharges.

Please also be aware of the following important deadlines:

Show guide information: Friday, 6th September 2019

Final Payment Date: Friday, 20th September 2019

Additional Services: Friday, 20th September 2019

Finally, I would like to thank you, our exhibitors and sponsors, for making Windaba the biggest, most prestigious wind energy event in South Africa.

We look forward to working with you.

Best regards

Kirsten Francis

Conference Producer: Windaba 2019



VENUE:

Cape Town International Convention Centre 2 (CTICC2)

Convention Square, 1 Lower Long Street,
Cape Town 8001, South Africa
GPS co-ordinates:
33° 54' 56" S by 18° 25' 36" E
Tel: +27 21 410 5000
Fax: +27 21 410 5001
Email: info@cticc.co.za
Website: www.cticc.co.za

CONTACT:

WINDABA TEAM

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SERVICE PROVIDER:

Exhibition Design Company:

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CONFERENCE INFORMATION:

EVENT TIMES

PRE-REGISTRATION: CTICC2

Monday, 7th October (14:00 – 18:00)

REGISTRATION:

Venue: CTICC2

Tuesday, 8th October (7:45 – 16:00)

Wednesday, 9th October (7:45 – 16:30)

PLEASE NOTE: Registration counters will be marked as follows:

Sponsor
Exhibitor
Delegate
Speaker
Visitor

WINDABA EXHIBITION FLOOR WILL OPEN AT 10:30 ON THE 8TH OCTOBER

Only Exhibitors and Sponsors allowed into exhibition hall until first tea/coffee in exhibition hall.

CONFERENCE:

Tuesday, 8th October (8:30 – 16:00)

Wednesday, 9th October (9:00 – 16:30)

Lunch: Exhibition Hall 6

Tuesday, 8th October (12:30 – 14:30)

Wednesday, 9th October (12:45 – 14:45)

CONFERENCE VENUES:

Hall 6: Exhibition Area (Please Note: Lunch will be served in Hall 6)

Venues:

Freesia - Breakaway
Nerina - Breakaway
Orchid - Breakaway
Protea - Breakaway



SIDE EVENTS:

Tentrans Workshop - Open to public

Date: 9 October

Time: 09h00 - 11h00

Venue: Orchid, CTICC2

Renewable Energy's contribution to South Africa's Mining Sector - Complimentary to WINDABA delegates, R1500 for non-delegates

Date: 9 October

Time: 09h00 - 12h00

Venue: Protea, CTICC2

Closing Reception - Complimentary to conference attendees

Date: 9 October

Time: 16:30 - 18:00

GALA DINNER:

- **Tuesday, 8th October (19:30 – 00:00)**

- **Venue: Exhibition Hall 8 CTICC2**



EXHIBITION INFORMATION

BUILD UP OF EXHIBITION

If you are not using Scan Display for building your custom booth please contact jane@scandisplayct.co.za to ensure we make the necessary arrangements to accommodate you into the load in schedule. Any custom designed stands not built by Scan Display will also need to submit drawings for approval to jane@scandisplayct.co.za.

PLEASE NOTE: BRING YOUR OWN TROLLEYS

THIS YEAR WE HAVE A ONE DAY BUILD

Monday, 7th October: Entrance into Exhibition Hall 8 between 09:00 – 22:00 for CUSTOM STANDS ONLY

Tuesday, 8th October: Entrance to Exhibition Hall 8 as of 07:30

ALL STANDS HAVE TO BE COMPLETED BY 10AM ON TUESDAY 8TH OCTOBER.

STRIKE DOWN

Start: 17:00

Finish: 00:00 (midnight)

All exhibitor furniture must be out of the exhibition hall by midnight on 9th October

NOTE: Exhibitors are asked NOT to dismantle stands before the stipulated time.

The Windaba team and/or Cape Town International Convention Centre (CTICC) will not take responsibility for loss and damage. Exhibitors must take full responsibility of all their items on the stands for the duration of the event until everything is cleared from their stands.

EXHIBITION STAND SPECS

9m2 STANDARD SHELL SCHEME OPTION

- White fabric shell scheme
- Carpet
- 1x 15amp plu point
- 2x spotlights
- Fascia board – displays exhibitor name OR product name
- 1x Conference delegate – offering full access to the 2 day conference, exhibition, lunches, networking, cocktail function, and the gala dinner
- 1x Exhibitor staff – offering access to the exhibition, lunches, B2B scheduling, cocktail function. Excluding the 2 day conference sessions and gala dinner. Gala dinner tickets can be purchased. Should you wish to book a gala dinner ticket, please contact Yolanda Adams at Yolanda@windaba.co.za

18m2 STANDARD SHELL SCHEME OPTION

- White fabric shell scheme
- Carpet
- 2x plug point
- 4x LED lights
- Fascia board – displays exhibitor name OR product name
- 2x Conference delegate – offering full access to the 2 day conference, exhibition, lunches, networking, cocktail function, and the gala dinner
- 2x Exhibitor staff – offering access to the exhibition, lunches, B2B scheduling, cocktail function. Excluding the 2 day conference sessions and gala dinner. Gala dinner tickets can be purchased. Should you wish to book a gala dinner ticket, please contact Yolanda Adams at Yolanda@windaba.co.za

FLOORSPACE OPTION

PLEASE NOTE THAT FLOOR SPACE ONLY DOES NOT INCLUDE CARPETING BUT DOES INCLUDE DELEGATE AND EXHIBITOR PASSES.

Any additional furniture requirements, please contact rebecca@scandisplay.co.za.

SHOW GUIDE INFORMATION

As part of your exhibitor package you are entitled to complimentary entry into the event show guide. Please can you ensure that the following information does not reach us later than Friday, 6TH September:

- Company logo (eps)
- Company name
- Company overview (100-150 words)
- Contact person
- Telephone
- Email
- Website

Complimentary delegates and additional staff

To register your complimentary delegate/s and exhibitor pass (part of your exhibition package), please contact Yolanda Adams: yolanda@windaba.co.za

Additional exhibitor staff

Please note that additional staff rate is R2 750.00 Excl. VAT. This includes lunches, exhibition, b2b scheduling, and cocktail function. Additional exhibitor staff does not have access to the conference sessions and gala dinner. Should you wish to book a gala dinner ticket, please contact Yolanda Adams at Yolanda@windaba.co.za

IMPORTANT DATES

FINAL PAYMENT: 20th September

No exhibitor will be allowed in exhibition hall if proof of payment has not been received.

ADDITIONAL SERVICES ARTWORK DEADLINE: Friday, 20th September

SHOW GUIDE INFORMATION: Friday, 6th September



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EVENT/EXHIBITION INFORMATION

Scan Display as the official service provider to the Windaba event offers all exhibitors their full range of services; from custom stand design, manufacture, and installation to graphic design, and printing, furniture and AV rental. Please see below a technical view of the Fabric booth which is the standard package offered to all exhibitors with your booking. To maximise you brand and presence you can upgrade and print seamless textile prints which will be reusable at future events. To take advantage of this please contact rebecca@scandisplay.co.za. Prices to upgrade are shown on the services link: <http://servicesorderforms.co.za/windaba2019/>

// Standard exhibition booth



EXHIBITION TYPES AND PACKAGING - Full Package (see the diagram below)

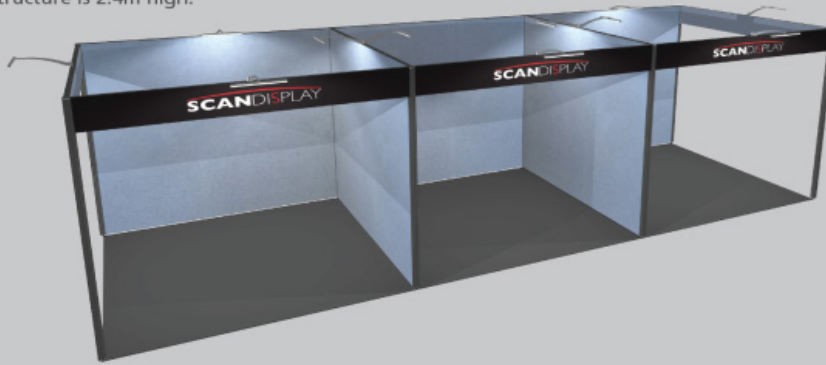
The render below illustrates a typical STFS booth layout which is 3m wide and 3m deep.

The Structure is made up of a unique Scan Display product STFS powder coated to a dark charcoal.

This Aluminium structure is used to allow for 3m seamless fabric walls in a standard cool grey colour.

The structure can be fitted with printed fabric graphic panels as an optional extra.

The structure is 2.4m high.



WHAT THE FULL PACKAGE INCLUDES - per stand booked

ITEMS PER STAND	Per stand - 3m x 3m centre of post to centre of post - internal footprint size 2934 x 2934
WALLING:	<ul style="list-style-type: none"> - Aluminium STFS structure - dark grey anodised - In-line stands - 2 side walls 1 back wall - TFS fabric blue grey 2950W x 2400H - Fabric print optional - Corner stands - 2 side walls - TFS fabric blue grey 2950W x 2400H - Fabric print optional
FACIA:	<ul style="list-style-type: none"> - In-line stands - TFS printed Facia - 2950W x 300H - Corner stands - 2 x TFS printed Facia - 2950W x 300H
CARPETING:	Carpet tiles - full lay carpet colours available as optional extra.
LIGHTING:	<ul style="list-style-type: none"> - In-line stands - 2 x Scan LED HB Tube 48-70 CC long arm spot on centre of side walls - Corner stands - 2 x Scan LED HB Tube 48-70 CC long arm spot on centre of side walls - Facia light - optional - Scan LED HB Tube 48-70 CC long arm spot
POWER SUPPLY:	<ul style="list-style-type: none"> - Shared 32Amp single phase Distribution Board mounted on top of wall. - 1 x Scan 15Amp plug point - power usage included.

Note:

The organizers and/or Cape Town International Convention Centre will not take responsibility for loss or damage. Exhibitors must take full responsibility for their all items on their stand for the duration of the event until everything is cleared from their stands.



EXHIBITOR SERVICES:

For all exhibitors services from printing, furniture, and AV, or customs stands please see link provided below for our on-line service. Please note this link needs to be consulted and completed by all exhibitors to complete the compulsory fascia name form.

Alternatively, contact Rebecca at Scan Display
Telephone: +27 21 409 1200
Email: rebecca@scandisplayct.co.za

For all exhibitor services offered by the CTICC, (see below) kindly visit the CTICC website and complete the online services booking order form: www.cticc.co.za or the use the hyperlink below: <http://www.cticc.co.za/public/SubSites/Services/servicebooking.aspx>
Alternatively, contact the CTICC Operations Services Department:

Operations Services Coordinator

Telephone: +27 21 410 5000
Fax: +27 21 410 5191
Email: services@cticc.co.za

NOTE: ARTWORK DEADLINE: FRIDAY, 20 SEPTEMBER

All services are to be ordered and paid for upfront, 5 working days prior to the event in order to secure services. Orders placed after the deadline date is subject to a 20% surcharge.

4. THE CTICC OFFERS THE FOLLOWING EXHIBITOR SERVICES:

TELECOMS

The CTICC offers analogue telephone handsets, lines, ISDN lines, fax machines/lines and speed point lines (credit card machine line). Please note that clients are to provide their own credit card machines as CTICC supplies the connection line only.

INFORMATION TECHNOLOGY

The CTICC is equipped with state-of-the-art network and IT-Infrastructure, which is geared at providing technology solutions for the conference and exhibition industry. The network consists of:

- Fiber-optic backbone running Gigabyte Ethernet, as well as strategically positioned fiber-optic floor points throughout the building;
- 2000 Data (CAT5e) outlets running at 10/100 MB/s;
- Broadband internet
- Wireless LAN (Hotspots) positioned as shown in the coverage map;
- Outgoing SMTP mail relay

This infrastructure can be configured to offer internet access, VLAN's, VPN, public- or private IP addresses as well as host of custom requirements. An order placed in advance will ensure the network securely configured at your arrival. All clients are allocated their own VLAN (Virtual LAN), which is either 'blank' or pre-configured with the following services:

- DHCP;
- DNS;
- NAT or Static Public IP Addresses (if requested);
- Outgoing SMTP Mail relay;
- Internet Bandwidth with a 1:1 international contention ratio;
- LAN Connectively with speeds between 100MB and 1GB.

NOTE

No routers or connections are permitted. Only the CTICC contracted IT supplier is allowed to do installations to the CTICC infrastructure.

WIRELESS ACCESS

CTICC offers a High Density Wireless Base Station. This service differs from client to client

SATELLITE CONNECTIONS

The CTICC has a preferred AV supplier that is able to assist with satellite connections.

NOTE

Please note that clients are to provide their own Smart Card and Decoder as CTICC supplies the connection line only. All satellite installation must be done before carpet is laid and stands are erected due to the satellite points being in the floor trenches and cannot be accessible after the stands are erected.

RIGGING

CTICC has a contracted preferred supplier for rigging. Please note that access equipment for rigging purposes are not included in the rigging quote from our supplier. Access equipment is to be ordered separately and is an additional cost to the client's account. This will apply to both build – up and breakdown.

ACCESS EQUIPMENT/ OPERATORS

EQUIPMENT

All access equipment required may be arranged via the CTICC Operations Services Department. Equipment will be sourced from our preferred supplier and booked based on confirmation and availability thereof.

The CTICC is able to assist with the following units:

- Cherry Pickers
- Scissor Lifts

NOTE:

Please note that equipment is hired and charged at a daily rate. Should clients wish to source their own units, they are to advise the CTICC Operations Services & Maintenance Department and complete and submit the relevant access regulation request documents.

OPERATORS

NOTE:

Please note that operators are charged at an hourly rate.

Please note that the CTICC is able to assist with certified machine operators based on availability.

Clients may source their own operators but are to ensure that operators are certified and comply with health and safety measures as the relevant documentation will be requested on site. The CTICC reserves the right to terminate the operation if operators do not comply with all safety measures or have the relevant documentation on their person.

PLUMBING

Scan Display is the contracted plumbing supplier at the CTICC and this service is available on the on-line services manual. Please note that plumbing installations require drawings indicating the layout as to where plumbing points are required in the stand.

STAND CLEANING

All exhibitors are responsible for the cleaning of their own stands. Dedicated cleaning to stands will be for the exhibitor's account, unless arranged and paid for by the organiser.

STAND SECURITY

Please note that exhibitors are responsible for items on their stand, i.e. equipment. To ensure dedicated security to the stand, exhibitors may order stand security. The CTICC and the Organisers will not be held responsible for exhibitors' belongings.

STAND CATERING & BEVERAGE

RISK CATERING

There is no catering provided for in the Exhibition hall other than risk/self-pay catering during the conference

FOOD

The CTICC offers a variety of platters/snacks to exhibitors which will be delivered to their stands on request.

The CTICC is the sole provider of all food and beverage.

Any items brought onto our premises are subject to a corkage fee per item and the corkage fee will be at the main chefs discretion and must be paid prior to the start of the event.

If exhibitors wish to sell items on our premises, 30% of the sales will be due to the CTICC.

If exhibitors wish to hand out samples, it must be limited to a bite size portion.

Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first.

Late orders are only allowed to be placed on the day of the event for the next day only until 15:00 and these will carry a 20% surcharge. Should there be any orders placed after 15:00 then a 30% surcharge will be levied.

BEVERAGE

CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request.

CTICC is the sole provider of all food and beverage.

Any items brought onto our premises are subject to a corkage fee per item and the corkage fee will be at the beverage manager's discretion and must be paid prior to the start of the event.

If exhibitors wish to sell items on our premises, 30% of the sales will be due to the CTICC.

If exhibitors wish to hand out samples, it must be limited to 85ml.

Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first.

EXHIBITOR FREIGHT HANDLING & STORAGE FACILITY

Freight handling and customs clearance services are provided on request by the CTICC's contracted recommended supplier. The preferred recommended supplier has off-site storage for early deliveries, late dispatches and for the holding of packaging materials. They also take responsibility for the movement of any large equipment within the CTICC that cannot be carried by an individual. Exhibitors are advised that the cost of insurance cover is not covered by the CTICC. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile. Please note: CTICC does not provide onsite storage. The CTICC has a contracted preferred supplier drayage supplier who is able to assist with storage facilities offsite.

For contact details, kindly contact The CTICC Operations Services Department.

FURNITURE HIRE

The CTICC does not provide furniture for exhibitions.

Exhibition furniture can be ordered from your stand builder – Scan Display: <http://servicesorderforms.co.za/windaba2019/>

PARKING

- The CTICC offers multi-access parking to exhibitors at R40.00 per day per vehicle in P1.
- Exhibitors will be able to purchase from the CTICC Exhibition Services desk - that will be situated in the exhibition area
- Tickets will only be sold during build up and the first day of event ONLY until 14:00.
- Exhibitors can purchase with credit card or cash at the Parking Desk.
- Exhibitors/Delegates who purchase these tickets will automatically receive free build-up and break-down tickets.
- Upon entrance into the marshalling yard, exhibitors will have to take a ticket from the parking machine, this will be valid free for 30 minutes and the following charges will apply should exhibitors exceed 30mins (applicable on event days):
The marshalling yard area is the loading area only and not the parking facility.

Clients are only allowed a grace period of 30 minutes for load in and they have to move either to P1 or P3.

Below are the parking rates for the marshalling yard

A. Increase tariffs in the marshalling yard

30min – 1hr:	R 100.00
1hr – 2hrs	R 150.00
2hrs – 3hrs	R 200.00
3hrs – 4hrs	R 250.00
4hrs – 5hrs	R 300.00
5hrs – 6hrs	R 350.00
6hrs – 7hrs	R 400.00
7hrs – 8hrs	R 450.00
8hrs – 24hrs	R 500.00

Overnight parking and Lost ticket = R 500.00

- Please make use the pay stations in the Marshalling to validate your parking ticket .
- The reason for this is due to the fact that exhibitors should offload within the allotted 30 minutes and then move their vehicles to either P1 or P3 thereafter. These P1 and P3 tickets can then be exchanged at the exhibitor parking desk in the exhibition hall, for free parking during build up and breakdown on the condition that the exhibitor purchases event day tickets at a cost of R40.00 per day.-
- The only exception to this rule will apply to trucks and vehicles that cannot fit in our P1 or P3 parking lot and that are not parking overnight, but rather offloading in the marshalling yard on a daily basis. These vehicles will also receive free build up and breakdown tickets on the condition that event day parking tickets are purchased at a cost of R40.00 per day.
- Please note that should vehicles that can fit in P1 or P3 wish to park in the marshalling yard or should vehicles wish to park in the marshalling yard overnight, tickets will be at a cost of R150.00 per parking pay as opposed to R40.00.

GENERAL INFORMATION

5. ACCESS TO THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE

The CTICC is located in the city centre beneath Table Mountain and is only a 20-minute drive from Cape Town International Airport. In the same time zone as Europe, and with direct non-stop flights, Cape Town is merely an enjoyable dinner and an overnight flight from both Europe and the United States. Within walking distance of the CTICC are Cape Town's leading recreational amenities, shopping centres and cultural attractions, among which are the internationally acclaimed Victoria and Alfred Waterfront.

6. CTICC MAP



7. ACCOMODATION – ASLM CONFERENCE

Please check the ASLM2014 website, www.aslm2014.org, for information on how to book hotels at area Cape Town hotels. The hotel reservation information should be available by the end of July. Please book early, as sleeping rooms in Cape Town are limited, due to several events overlapping in Cape Town.

If you have any questions about the hotels, please contact the housing coordinator, Daniela Le Roux of Green Route Africa at Aslm2014@greenroute.co.za.

8. A LA CARTE RESTAURANT/MARIMBA RESTAURANT

The Marimba Restaurant is located at Entrance 5 of the CTICC and provides an à la carte dining experience with live music and entertainment. The restaurant serves a combination of African and cosmopolitan cuisine and includes a cigar bar. The outside Marimba Terrace has magnificent views of the city and Table Mountain. The restaurant operates seven days per week and is open from 12h00 till late and can be contacted on +27 21 418 3366

9. AUTOBANK AND FOREX FACILITIES

A Standard Bank Auto cash machine is located in the foyer of the P3 parking basement as well as in the Main Gallery on the ground floor at the CTICC. Foreign exchange services are available at CTICC Coffee on the Square which is situated in the Entrance Foyer on the ground floor.

10. BUSINESS CENTRE AND BUREAU DE CHANGE SERVICES

- A Business Centre is situated at the Hotel & Travel Services Centre on the Main Gallery
- Bureau de change is situated on the ground floor in the main reception of the CTICC at CTICC Coffee on the Square.
- Business Services include:
- Business and secretarial services, i.e. printing, photocopying, faxing, binding, laminating, typing, email service etc.
- A self-service internet and email service, as well as a laptop zone for those who require a connection.

11. COFFEE SHOP

CTICC Coffee on the Square is situated on the ground floor in the main foyer of the CTICC and provides visitors with light refreshments including cakes, coffees, beverages and light meals. The Café has extended opening hours as and when required.

12. CELL PHONE SERVICES

The CTICC is equipped with base stations for all South African cell phone suppliers.

13. LOCKERS

There are lockers available to exhibitors and the public in the P3 Basement parking. This is an electronic lockers system and offers recharge facilities for mobile phones and laptops. Please check on the cost for this service with the Event Coordinators. The lockers are used subject to availability by the exhibitors and public.

14. BRIEFCASES/HANDBAGS

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

GENERAL HOUSEKEEPING RULES

15. ALCOHOL

The CTICC is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

16. IT INFRASTRUCTURE

1. Only authorized personnel is allowed in the patch rooms
2. Network and VLAN Configuration can only be done by the CTICC IT-Support, after approval from the operation department
3. No standalone Wireless Access Points are allowed due to interference with the house systems.

17. BALLROOM EXHIBITION HOUSE RULES

THIS IS ASLM2014 EXHIBITS VENUE THAT YOU WILL BE IN, PLEASE PAY SPECIAL ATTENTION TO THESE RULES.

- Maximum height of stand: three meter
- No hot works to take place in ballroom
- No electrical sawing grinding to take place in ballroom
- Load into the ballroom can once take place from Coen Steytler Avenue and not via the main reception
- No driving on the Ballroom carpet is permissible unless the Floor boards are placed to prevent any damages to the carpet
- No painting is allowed on the Ballroom Carpet unless the cover sheet is placed to prevent damages to the carpet

18. CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

19. DAMAGE

Event organizers 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 event organizer found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

The CTICC appreciates 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 marshaling yard for this purpose.

20. LIABILITIES

The CTICC shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the CTICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The CTICC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CTICC shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the Convention Centre and/or on adjacent sites. The hirer shall always remain liable to the CTICC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is effected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the CTICC on demand.

21. MARSHALLING YARD

The CTICC's marshaling yard comprises 5 000m² and is situated adjacent to the Exhibition Halls. Each Exhibition Hall, except Hall 1B, directly accesses the marshaling yard via 5m x 7m doors. The yard is easily accessible and reduces build-up and break-down times for functions in the Exhibition Halls. The CTICC can provide traffic marshaling for large events.

22. EXHIBITOR BEHAVIOUR

All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. The CTICC reserves the right to limit and/or restrict operations which, for any reason, might be considered objectionable, without any liability for refund and/or damage

23. ACCESS REGULATION DOCUMENTS/CONTRACTORS ENTRANCE (CUSTOM STAND)

All stand builders to complete and submit the access regulation document to gain access into the building. This is in accordance with the CTICC Rules and Regulations and the Induction Process provided by CTICC.

HEALTH AND SAFETY INFORMATION

24. HEALTH AND SAFETY INFORMATION

SAACI (via its Service Chapter) has been cooperating with EXSA over the last two years to develop industry guidelines covering certain aspects of Health & Safety to assist industry members in managing health & safety, and to look towards implementing these guidelines as industry norms into Version 2 of the SANS 10366.

This document is available on the SAACI website, www.saaci.co.za in electronic format at http://www.saaci.co.za/documents/BE7DD_SAFETY%20ACT%20AS%20PROMULGATED%20ENGLISH%20VERSION.pdf

In addition to the Health and Safety Act, the Safety at Sports and Recreational Events Act was gazetted in May and came into effect on 2nd August 2010. It is to prevent crowd violence or intentional damage to the infrastructure.

It aims to regulate and protect the physical well-being and safety of people attending sports, recreational, religious, cultural, exhibitional, organizational or similar events, including the safety of their property at venues. Please refer to the Safety at Sports and Recreational Events Regulation 25, Corporate Hospitality should you require more information.

25. AISLES

The minimum aisle space applicable to all exhibitions is 3 meters. Should any item or structure be placed or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

26. FIRE ESCAPES

Fire escapes are located throughout the venue and are demarcated with signage. Event organizers are to ensure that neither the signage nor the exits are obstructed in any way.

27. EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-coordinated by the CTICC management.

28. EMERGENCY SERVICES

The CTICC has an evacuation procedure available on request. Event organisers are responsible for ensuring that all emergency and safety procedures are adhered to. The CTICC reserves the right to adjust emergency services according to the event.

The event organizers are responsible for organizing medical assistance for their events. Exhibitors will contact the event organizer in a case of emergency.

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

- Evacuation lighting.
- Essential ventilation.
- Computer systems for building control.
- Evacuation security systems.
- Fully trained evacuation team.
- Pressurization of fire escape stairwells.
- Specialised emergency services.

Please note that all lifts will home to ground and escalators will stop operating. In an emergency, contact the duty manager or call 410-5006 from an outside line, or ext 5006 from an internal line.

29. BANNER HANGING AND RIGGING REGULATIONS

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.

Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the event organiser and CTICC. The CTICC has a preferred supplier to handle all rigging requirements, from the hanging of simple signs, banners, and lights to even cars. The CTICC's accredited preferred supplier is fully compliant with national safety standards.

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 2 points of suspension; if more are required these will need to be cost accordingly.
- Banner position and height to be agreed upon in writing before installation. The organizer is to provide an overall décor installation plan prior to build-up.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- The event organizer must ensure that banners are cleaned and prepared.

- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments.
- Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.

30. HESSIAN / THATCH / STRAW / DRAPING (FIRE HAZARD)

- Hessian, thatch and straw are regarded as major fire hazards and event organizers planning to use these as part of their display at the CTICC, 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.
- NB: please note that it is the duty of the CTICC management to ensure, by testing, that the products are suitably treated. Should you require a registered fire contractor for this purpose please contact the CTICC Management.

31. FLAMMABLE & HAZARDOUS MATERIAL

- Prior written permission is required from the CTICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

32. DRAPING

- The CTICC does not permit ceiling draping in the Ballroom due to the fire hazard created when draping covers the air conditioning, sprinklers and smoke detectors. Only perimeter draping in the venue is permitted.

33. ASSUMPTION OF RISK FOR EXHIBITORS

- It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.
- Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.
- CTICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of CTICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.
- It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

34. CARPETING

The dedicated exhibition halls are not carpeted and they have concrete flooring. Should you require carpeting, this can be hired please contact the Event Organizer or from the Operations Services Department. The Ballroom is carpeted and comes standard with venue carpeting.

35. COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by the CTICC management.

36. DOUBLE TIER STANDS

Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorization 30 (thirty) days prior to the event, to comply with legal / safety regulations. "Space only" stand builders 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 CTICC for approval at least 30 (thirty) 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.

CONTACT DETAILS FOR ADDITIONAL SERVICES (AS PER THE SERVICES MANUAL)

Jane Steel at Scan Display
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