



## EXHIBITORS MANUAL

### Brief Exhibition Schedule

#### Build-up:

Exhibitor Dress Stands:	Monday, 12 November: 13h00 – 17h00
Raw Space Exhibitor Subcontractors:	Monday, 12 November: 10h00 – 17h00

#### Exhibition Hours:

Exhibition Open:	Tuesday, 13 November: 08h00 – 17h00
Exhibition Open:	Wednesday, 14 November: 08h00 – 16h00

#### Exhibition Breakdown

Exhibitors to commence:	Wednesday, 14 November: 16h00 – 17h00
Raw Space Exhibitor Subcontractors:	Wednesday, 14 November: 17h00 – 20h00

*Att exhibitors: all display material to be removed by 17h00 on the 14<sup>th</sup>, to allow for deconstruction of the shell scheme.*

**\*Deadline date for submission of orders and compulsory indemnity forms:**

**01 November 2018**

**Send completed forms to: [yolisa@compex.co.za](mailto:yolisa@compex.co.za)**

13<sup>th</sup> Annual  
**SAEEC** Conference

13 - 14 November 2018 . Emperors Palace, Ekurhuleni, Gauteng



[www.saaee.org.za](http://www.saaee.org.za)

**USEFUL CONTACT DETAILS**

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## Contents

SECTION 1   NOTICE OF INTENT .....	4
SECTION 2   EXHIBITOR CHECKLIST .....	5
SECTION 3   COMPULSORY INDEMNITY FORM.....	6
SECTION 4   FLOOR PLAN & DETAIL.....	7
1. EXHIBITOR PACKAGE .....	8
2. CONSTRUCTED / DESIGNER STANDS .....	8
3. VENUE INFORMATION .....	9
4. HEALTH & SAFETY .....	10
5. SPECIAL TERMS AND CONDITIONS .....	11
6. ACCOMMODATION.....	11
7. SECURITY.....	11
8. PRE-PACKAGED 'DESIGN STANDS'.....	11
SECTION 6   TERMS & CONDITIONS .....	12



## SECTION 1 | NOTICE OF INTENT

### FLOOR SPACE ONLY EXHIBITORS

All exhibitors with FLOOR SPACE ONLY or DESIGNER stands must complete the following form and return it to Compex (Yolisa). Failure to complete the form will result in the organisers prohibiting build-up.

Please complete the following information and send it back to [yolisa@compex.co.za](mailto:yolisa@compex.co.za) by the 1<sup>st</sup> November 2018:

We advise that the following contractor has been appointed on our behalf to erect the above stand and/or install electrical equipment. We also confirm that they have read and understood and agree to abide by the relevant regulations issued.

Appointed contractor:	
Contact person:	
Tel number:	
Mobile number:	
Email address:	

\_\_\_\_\_  
Name of authorised person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***\*Deadline date for submission of orders and compulsory indemnity forms:***

***1<sup>st</sup> November 2018***

***Send completed forms to: [yolisa@compex.co.za](mailto:yolisa@compex.co.za)***



## **SECTION 2 | EXHIBITOR CHECKLIST**

### **4 WEEKS BEFORE THE SHOW**

- Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- Know your stand number and location on the floorplan.
- 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 Compex.
- Submit the Compulsory Indemnity form.
- Submit your company name as it should appear on the fascia board, to the exhibition organisers.
- Arrange for delivery/shipping of literature, equipment and display units.
- Make sure invitations to visit the stands have been included in all correspondence with customers.
- All designs for custom stand builds 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 stand contractors must complete the Notice of Intent form.

### **2 WEEKS BEFORE 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 manual, tape, screws and tacks.
- Organise service 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.
- Hold a pre-show meeting with stand personnel to review objectives, responsibilities and the lead retrieval system.
- Plan post-show follow-up activities.
- Submit Compulsory Indemnity Form

### **DURING BUILD-UP AT THE SHOW**

- Review pro-forma invoice/order forms for items ordered.
- Collect exhibitor badges from the Organisers Office.



## SECTION 3 | COMPULSORY INDEMNITY FORM

Please complete the following information and send it back to [yolisa@compex.co.za](mailto:yolisa@compex.co.za) by 1<sup>st</sup> November 2018:

Stand number:	
Exhibitor:	

### INDEMNIFICATION

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

- hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
- recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against Compex, its employees and/or agents in respect of any loss, damage and/or injury whether same is the result of any negligent act or omission on the part of Compex, its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further;
- the Exhibitor hereby indemnifies Compex, its employees and/or agents against any claims from the Contractor's employees and/or any other person, arising and being caused in the manner set out above.

I, \_\_\_\_\_ [individual], representing \_\_\_\_\_ [the exhibitor], do hereby declare that I acknowledge having read and understood the above statement and furthermore, confirm that I am duly appointed to sign on behalf of the exhibitor and agree to abide by these conditions.

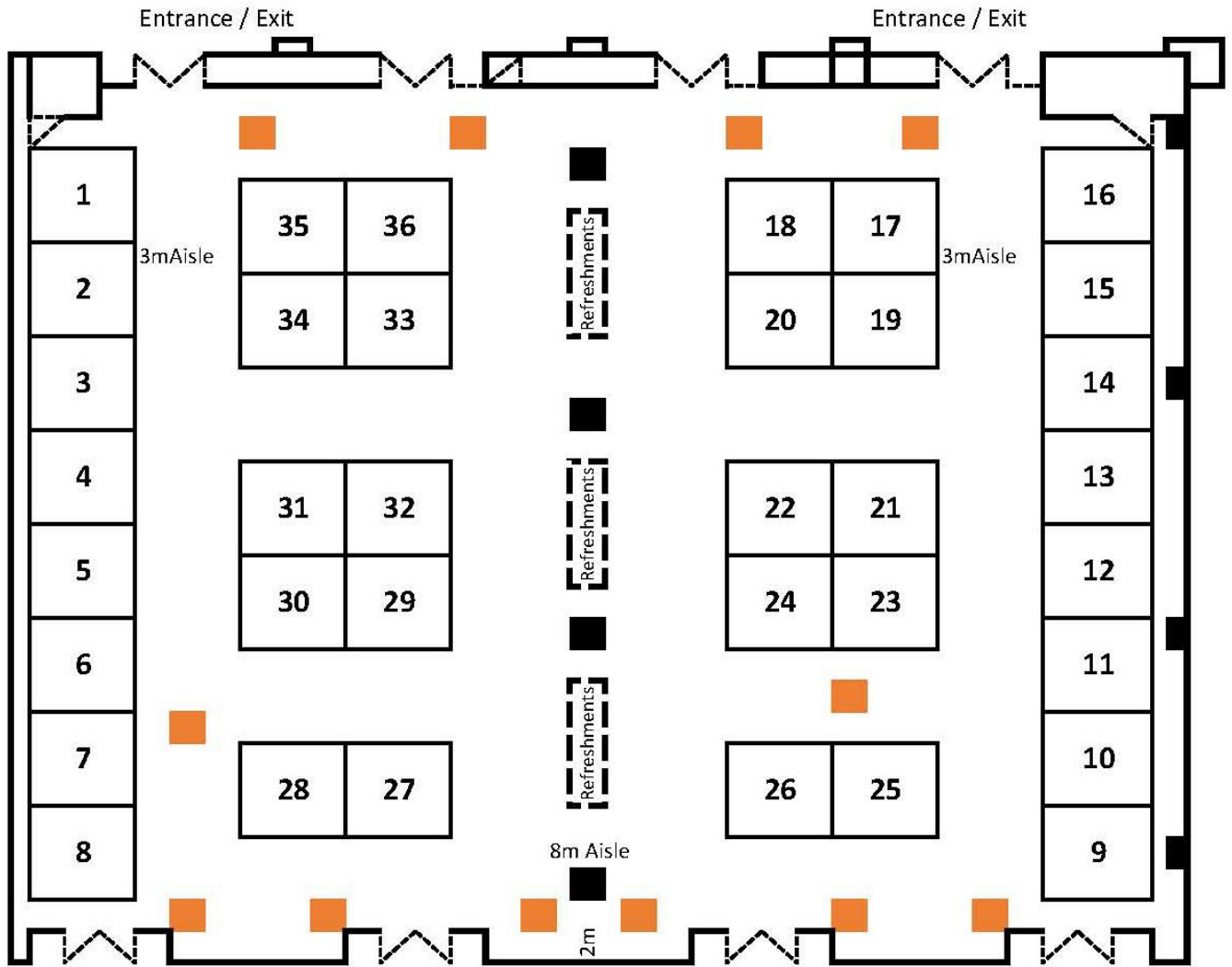
\_\_\_\_\_  
Name of authorised person

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**SECTION 4 | FLOOR PLAN**



- Cocktail Tables
- Venue Pillars



## **1. EXHIBITOR PACKAGE**

For those exhibitors who have contracted for Shell Scheme, the structure of the stand will include:

- Structure of the basic booth/shell scheme
- 1 x fascia board and company name in English (no logo) an average of 20 letters.
- 1 x 15-amp power point, shared power and 1x double fluorescent light fitting
- Where the exhibitor does not require a shell scheme, floor space only will be supplied. Please ensure to order a distribution board through Compex, for access of power to you stand.

### **Meals and Functions:**

Please note that each exhibitor will receive two meal tickets per day per stand. Should anyone wish to attend any of the conference sessions at all, they need to be registered as an SAEEC Conference delegate. All conference attendees will be invoiced at the prevailing registration fee that applies at the time of their registration. Please note that there is an additional R350.00 surcharge per meal for all Halal, Gluten Free and Kosher Meals. Kindly contact the 2018SAEEC Conference office or register on line.

### **Shell Scheme Walls**

Each wall is made up of 1000mm panels, supported within an aluminium frame. Panels are made out of compressed styrene.

It must be noted that the internal dimensions of the stand are slightly less than the external dimensions, thus the distance between the walls of a three meter stand is 2970mm, and each panel has an internal /visible width of 974mm and a height of 2414mm.

### **Fascia Board and Name**

The name of the exhibiting company, as provided by the exhibitor, will be displayed on the fascia board on all open sides of a shell scheme stand. Names will be produced in standard letters. Fascia board logo may be ordered at an additional charge. Failure to submit your fascia name by the stipulated submission date may result in the exhibition organisers using their own discretion in producing your company name.

### **Fixing Display Material**

Display material may be fixed to the exhibition stand walls by means of double sided tape or sticky-backed Velcro. You must provide this for your own stand. Nails, screws or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Hooks will be provided to suspend heavier objects. Under no circumstances can anything be attached to any surface or wall within the convention centre.

### **Carpeting**

Exhibition hall is carpeted. To increase the visual impact of your stand, you may order specific coloured carpeting or alternative wood flooring to co-ordinate with your corporate colours or stand theme.

### **Space Only**

All Space only stands will have to order a compulsory electrical DB board before the deadline date.

## **2. CONSTRUCTED / DESIGNER STANDS**

Prior approval has to be obtained from Compex one month before the event if you wish to have a 'designer' or custom built stand constructed.

All 'designer' or custom built stands have to comply with the following parameters:





- No construction over aisles is allowed.
- No construction may be attached to any wall or ceiling in the venue.
- No bolt, nail, screw, glue, adhesive or other fixing may be used to fix any structure or display into or on the venue infrastructure, in any manner.
- An electrical certificate of compliance must be submitted to the On-Site Exhibition Co-ordinator before the completion of build-up.
- No structure above 2000mm high is allowed under any circumstances whatsoever unless accompanied by a valid Structural Engineer's certificate.
- Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the construction or dismantling of a stand.

### Construction Work

If construction works, i.e. carpentry, painting, sign writing etc. is to take place within the venue; all necessary precautions must be taken to avoid any damage to the physical structure of the venue, or its fixtures, fittings and carpets. Any damage caused by, or on the behalf of, an exhibitor, will be for the account of the exhibitor.

## 3. VENUE INFORMATION

### Access Parking

Parking will be available at the venue. When you get to the main gate, please mention to the security that you are attending the SAEEC Conference in the Senate Room and they will let you through. For the purpose of unloading, all vehicles must use unloading facilities in the loading area at the venue.

### Deliveries

Neither the Organisers nor the Venue will accept deliveries on behalf of exhibitors. The venue, nor organisers cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs of disposing of any such items will be done at the expense of the exhibitor concerned.

### Access to the loading bay

All delivery and collection personnel must be directed to the loading bay area. As soon as unloading has been completed, all vehicles must be removed to the designated parking area.

No Unloading or Loading of any equipment/materials is allowed via the Front Entrance of the Venue.

### Wireless Internet Connectivity

The venue has Wi-Fi internet coverage in all the major public areas, such as the conference centre. Your lap top or handheld device requires either built in support for Wi-Fi, or to be equipped with a Wi-Fi network card

### Cleaning

The exhibition area will be cleaned after all displays have been erected. The exhibition venue will be cleaned nightly. The organisers will not clean the stands (dusting of shelves etc.) because of the increased risk of damaging products or demonstration models or material.

### Plumbing

No plumbing is available in the exhibition area. In addition, the venue does not allow large quantities of water to be used in exhibit displays, such as in fountains and fish tanks etc.



### Catering and refreshments

Emperors Palace is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. However, bite-sized promotional items such as chocolates, sweets, biltong, etc. may be brought into the venue, as well as sample sized beverages.

## 4. HEALTH & SAFETY

### Aisles

Clear aisle space must be maintained during setup and breakdown of exhibitions as well as for the duration of the actual exhibition.

The minimum aisle space applicable to all exhibitions is 3000mm (three metres).

### Insurance

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment and display material. Neither Compex nor the Event Organisers may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.

### Vehicle Display

The venue must be notified of any intention to bring vehicles into the exhibition hall on confirmation of booking or 1(one) month in advance.

Special conditions apply:

- Vehicles brought to and removed from the venue should make provision for commencing build up and breakdown as allocated in the set up times.
- Owners and drivers of vehicles moving on the ramp and inside the exhibition hall will be liable for any damage to the structure, fittings and fixtures
- The vehicle may not be filled with more than a ¼ tank of fuel
- Battery must be disconnected for the duration of the event
- A drip tray must be provided and placed underneath the vehicle for any oil leaks
- A fire extinguisher must also be positioned on the stand
- Vehicles may not be switched on and moved during the event hours.

### Electrical Hire and Supply

All shell scheme stands will receive a single 15-amp power point and a double fluorescent light. An exhibitor occupying two units will thus receive two plugs and two lights. This is shared power, and we strongly advise you to hire your own dedicated DB board if you intend to use heavy electrical equipment.

Please note that the standard SA power supply is 220/230volts AC 50 Hz. US made appliances of lesser voltage will need their own power supply units / transformers. Plug points take three- pronged round pinned plugs. 3-phase power is only available with prior arrangements, and the payment of an additional fee.

Any exhibitor doing their own electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the On-Site Exhibition Co-ordinator at the conclusion of Build Up. We can only accept this certificate if it was obtained in a valid manner, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in supply of power to the stand being terminated without further notice.



Due to the strict safety regulations, please take note of the following:

- No twin flex is allowed under any circumstances whatsoever.
- All plugs, cable ties, transformers, distribution boards and other fittings must be SABS approved.
- No joints or trailing cable is acceptable.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm<sup>2</sup> (3 core cab tie).
- All fluorescent lights must be earthed. Transformers must be mounted on the exhibition structure and may not be placed on the floor.
- Lighting must be looped from fitting to fitting with all terminals being secured and sealed.
- Fire Regulations
- No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.
- No solid ceilings may be used without prior permission. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the On-Site Exhibition Co-ordinator during build-up.
- No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted.

## **5. SPECIAL TERMS AND CONDITIONS**

### **Compulsory Indemnity form**

It is every exhibitor's responsibility to ensure that they read, sign and return the Compulsory Indemnity form. This is a compulsory requirement. No exhibitor will be permitted to exhibit unless the form is signed.

## **6. ACCOMMODATION**

Accommodation for the duration of the exhibition is for your own account, and you may contact the event organiser for further information.

## **7. SECURITY**

Although the exhibition hall will be locked each night and there will be security guards on duty, exhibitors remain responsible for any material on their stands. The organisers, venue or any sub-contractor will not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be paid to items such as cellular telephones and laptops. Exhibitors are advised to ensure that their products and equipment are covered by their own insurance. Additional Security Guards dedicated to specific stands may be arranged. All costs incurred are for the specific exhibitor's account.

## **8. PRE-PACKAGED 'DESIGN STANDS'**

If you want your stand to stand out, consider the optional extra of having a packaged designer stand built by Compex. These stands represent real value for money as they have the look and feel of a brand friendly stand at a fraction of the cost. Production of the graphic panels is included. Please contact Nicole East on +27(0)11 234 0604/ + 27(0)82 857 3762 or e mail: [nicole@compex.co.za](mailto:nicole@compex.co.za) for pricing.



## **SECTION 6 | TERMS & CONDITIONS**

Contractors shall ensure that work is executed in all respects in accordance with the requirements of the Occupational Health and Safety Act and its regulations, as amended and all statutory regulations applicable, including the keeping of proper records, production of test certificates and appointment of Competent Persons. It is therefore mandatory – prior to all scheduled exhibitions, that exhibition organisers, contractors and exhibitors take note of the following regulations. This agreement is binding on all sub-contractors engaged by the undersigned parties.

- All requirements of the Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to.
- Any other statutory requirements pertaining to the area of exhibition shall also be adhered to.
- Section 37 – Acts or omissions by employees or mandatories. Subsection 2 states that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandatories, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act;
- When any activity during build-up and/or breakdown periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures shall be implemented to ensure the health, safety and/or impact upon the environment.
- No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993;
- Should any chemicals, gases and/or substances be required to be used during build-up, breakdown and/or show periods then all relevant material safety sheets are required on site (where required in terms of the Act);
- Be advised that this agreement places the onus on the mandatory to contact Complete Exhibitions in the event of inability to perform as per this agreement. However Complete Exhibitions, reserves the right to unilaterally take any steps as may be necessary to enforce this agreement.
- All mandatories are to provide and ensure the correct use of personal protective equipment by their employees at their cost at all times.
- All mandatories are to maintain and ensure that all electrical apparatus and safety equipment is kept in a safe working condition at all times.
- In terms of Section 16 (3) of the Occupational Health and Safety Act no. 85 of 1993, no appointment(s) will relieve an Exhibitor (employer) to (the contractor or sub-contractor) of any responsibility or liability under this Act.

All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act and must be accompanied by an original Electrical Certificate of Compliance, which must be handed to Complete Exhibitions on site, prior to the opening of the event.



PANEL MEASUREMENTS

TYPICAL 3M X 3M U-SHAPE STAND

Panel Artwork Sizes: 2414mmH x 974mmW

Visible Area Size: 2400mmH x 960mmW

Fascia Artwork Sizes: 313mmH x 2974mmW



TYPICAL 3M X 3M CORNER STAND





# WANT TO 'STAND' OUT?

## Excuse the pun.

We just couldn't resist!

So you've booked your (boring) standard shell scheme exhibition package and have made a note to buy extra Prestik on your way home for the posters you intend to stick on your stand's walls... **Don't worry, we won't judge you for taking this approach.**



Our very own (amazing) stand at Markex

But for those of you who are eager to **'STAND' OUT** from the rest - our totally awesome team (who by the way, are also highly experienced and knowledgeable) can help you plan, design and deliver a custom designed exhibition stand **THAT WILL LEAVE YOUR AUDIENCE IN AWE!**

GET DIRECTLY IN TOUCH WITH OUR HEAD OF SALES,  
TO FIND OUT HOW WE CAN EXCITE YOU:

**nicole@compex.co.za | +27 82 857 3762**