

AFRICA PRINT 11-13 SEPTEMBER
THE LARGEST COMMERCIAL
DIGITAL PRINT EXPO IN AFRICA
2019

AFRICA LED & LIGHTING 11-13 SEPTEMBER
THE EXPO FOR
EVERYTHING LED
AND LIGHTING
EXPO
2019

SIGN AFRICA 11-13 SEPTEMBER
THE SIGN, DISPLAY
AND DIGITAL
GRAPHICS EXPO
2019

FESPA AFRICA 2019
Johannesburg
11-13 September 2019

MODERN MARKETING
EXPO 2019
BRANDING | PRODUCTS | TECHNOLOGY



AN **EXPLOSION** OF POSSIBILITIES

EXHIBITOR MANUAL

FESPA AFRICA, SIGN AFRICA, AFRICA PRINT,
AFRICA LED & MODERN MARKETING EXPOS

11-13 SEPTEMBER 2019 | 9AM-5PM DAILY
Gallagher Convention Centre, Johannesburg

PLATINUM SPONSOR:

 **Roland**

THE SERVICE ORDER FORM DEADLINE IS THE: 26 JULY 2019

PAYMENT BEFORE DELIVERY. Any forms received and processed after **26 JULY 2019** will be subject to a 25% surcharge. In order to avoid disappointment please ensure that your orders reach us on or before this cut off date.

ANY ON SITE ORDER WILL BE SUBJECT TO AVAILABILITY.

PLEASE NOTE: NO CHILDREN WILL BE ALLOWED IN THE VENUE DURING BUILD-UP AND BREAK-DOWN FOR THEIR OWN SAFETY.

**ALL PAYMENTS FOR SERVICES ARE REQUIRED IN ADVANCE OF THE EXPO. All payments must be received by
31 AUGUST 2019.**

BANK DETAILS: PRACTICAL PUBLISHING	BANK	FIRST NATIONAL BANK	BRANCH CODE	252 155
	BRANCH	BEDFORD GARDENS	ACCOUNT NO	6208 604 8925



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www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEDEXpo.com, www.ModernMarketingExpo.co.za, www.PracticalPublishing.co.za

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
26 JULY 2019

EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

EXHIBITOR MANUAL

FESPA Africa, Sign Africa Expos, Africa Print, Africa LED & Modern Marketing Expos 2019
JOHANNESBURG 11-13 September 2019

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HOW TO COMPLETE THE EXHIBITOR MANUAL

STEP 1 → Complete the **COMPULSORY FORMS**

Form 1 - We need your correct invoice details and the summary of orders is good for checking

NB!! FORM 2B is the 37.2 (Occupational Health + Safety Act) and Notice of Acceptance form

Forms
1, 2,
2B + 3

 **No Form 2B
No Access**

All exhibitors

All stand
builders

All service
providers

*Name
Badges &
Exhibitor
Function*

Please supply **all the names of the people who will be manning your stand.**

To avoid any errors in retying the names,
please email this information to
names2019@practicalpublishing.co.za in a excel file
format so we can copy and paste.

like this:

NAME + SURNAME	COMPANY NAME	RSVP FOR EXHIBITOR FUNCTION
JOE SOAP	SOAP'S PRINT + SIGN SHOP	1 (OR 0 IF NOT ATTENDING)

The Exhibitor Function will take place **11 September from 5-7pm** for drinks and snacks. No dinner will be served, we encourage exhibitors to buy tickets for the Printing SA Gala Dinner on 12 September at Gallagher. Details are on **Form 4**.

RECOMMENDED SUPPLIERS

FREIGHT FORWARDING & ON SITE HANDLING

LaRouxnelle Logistics & Consulting:
Jerome Tel: (+ 27 11) 315 1964, Fax: (+27 11) 315 1920
Cell: +27 (0) 82 889 1659
Email: Jerome@larouxnelle.co.za

LIGHTING & TRUSSING:

Pure Event Gear
Pierre Griffioen: Tel: (+27 11) 552 8352
Cell: +27 (0) 83 226 9351
pierre@pureeventgear.co.za

CUSTOM STAND DESIGN:

1. ExpoGuys
Nadine Wewege Tel: (+27 11) 433 3260
Email: Nadine@expoguys.co.za
2. Stand Out Exhibitions
Dylan Solomon Tel: (+27 11) 568 1341
Mobile: +27 (0) 82 941 4242
Email: dylan@standoutexhibitions.co.za
www.standoutexhibitions.co.za

Fax Or Email Your Forms Back To Us:

FAX: (+27 11) 450 1097 / (+27 86) 565 8177 EMAIL: [dyelan](mailto:dyelan@practicalpublishing.co.za) / charnia@practicalpublishing.co.za

For more information and to download the floorplans visit:

www.FESPAAfrica.com | www.SignAfricaExpo.com | www.AfricaPrintExpo.com |
www.AfricaLEExpo.com | www.ModernMarketingExpo.co.za

STEP 2 → ARE YOU TAKING SHELL SCHEME?



NO



YES

- If you are taking a Shell scheme package, complete **Form 7 & 11**.
- Please complete **Form 10** if you need additional electricity on your stand.
- **Form 16** - Exposcreens can only be ordered if you have the shell scheme package, but this is optional.

- Form 2A: submit your stand plans for approval and check what certificates you need.
- If you are taking just floor space, please complete **Form 8/9, 10, 11** or consult your stand builder
- **Form 8 OR 9** if you need carpets or wood flooring as the venue is not carpeted.
- **Form 10 & 11** detailing your electricity requirements. Please note you cannot order a plug without a DB. (All electrical orders to be placed by exhibitors only)

STEP 3 → EXPO CATALOGUE & ADVERTISING

- **Form 5** - You can view your catalogue listing online at FESPAafrica.com, SignAfricaExpo.com, AfricaPrintExpo.com, AfricaLEDexpo.com or ModernMarketingExpo.co.za **Email your approval or changes to Tristan: design@practicalpublishing.co.za**
- If you would like to **advertise** in the Exhibitor catalogue or book a sponsorship opportunity, complete **form 6**.

reminder

to approve your expo catalogue listing.

STEP 4 → ADDITIONAL INFO

- **Forms 12 - 28** are **not compulsory**, you need only complete these if you require these services or if they apply to you.
- If you have equipment that needs to be offloaded and packed up with a forklift please complete **form 17**. A 5 ton forklift will be onsite, please indicate if you will need a different size.
- Please complete **form 21** if you need compressed air.
- **Form 23** - The floor loading is 750kg/m². Exhibitors must therefore indicate on this form whether they will have machinery heavier than 750kg.

I have returned the forms by 26 JULY



Please send through all forms sooner if possible

INTRODUCTION

Dear Exhibitor

Congratulations on booking your stand at the FESPA Africa Expo/ Sign Africa/ Africa Print/ Africa LED/ Modern Marketing. These expos will be hosted at the Gallagher Convention Centre and will take place over three (3) days.

This manual has been compiled to assist you in planning and coordinating all your exhibition requirements, as well as to provide you with valuable information and answer any of your pre-exhibition questions. This will ensure that you enjoy a hassle-free build-up as well as gain maximum benefit from your participation at FESPA Africa Expo/ Sign Africa/ Africa Print/ Africa LED/ Modern Marketing.

We therefore encourage all Exhibitors, Contractors and Staff in charge of the exhibits to read the manual carefully before completing the relevant order forms.

Should you require further clarification or additional information pertaining to the manual please do not hesitate to contact Dyelan Copeland or Charnia Yapp at Practical Publishing who will gladly assist you.

Please note that all Order Forms need to be sent to Practical Publishing by no later than 26 JULY 2019. The deadline dates are extremely important. Please take the time to note these dates and ensure that you meet all the set deadlines, this will prevent inconvenience later and will save your company the expense of late order surcharges.

We wish you every success with your participation, and hope that you will enjoy the Expo!

Practical Publishing Expo Organiser Team



DISCLAIMER

Neither the Organiser nor the Gallagher Convention Centre, 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 of, or damage to any property, of whatever nature, on the property or at the Venue, however arising or caused.

The Client indemnifies the Organiser, the Gallagher Convention Centre 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 afore-mentioned, except where the same was due to gross negligence by the Organiser or the Gallagher Convention Centre.

2019 DEADLINES + TIMES

SERVICE ORDER FORMS	All forms to be faxed to (+27 11) 450 1097/ 086 565 8177 or emailed to Dyelan@PracticalPublishing.co.za or Charnia@PracticalPublishing.co.za	26 JULY 2019
EXPO CATALOGUE	Check your listing online or email listings and logos (300dpi jpg) See Form 5.	ASAP/ 26 JULY 2019
	Advertising bookings + Editorial	26 JULY 2019
	Advertising material	5 AUG 2019
STAND PLANS EMAILED / DELIVERED FOR APPROVAL	All stands that are custom built, covered OR double storey need to complete Form 2.	26 JULY 2019
ACCOUNTS	All stand space that has been contracted and invoiced must be paid in full.	SEE CONTRACT
	All additional services must be paid in full to Practical Publishing.	31 AUG 2019
BUILD-UP	ExpoGuys, contractors and large trucks that need to deliver directly onto the stand 09h00-24h00 ONLY. All machinery that cannot be moved down aisles (3m wide) on its own wheels must be placed Saturday 7 September and Sunday 8 September 2019 STRICTLY BY APPOINTMENT ONLY	7 SEPT 2019
	ExpoGuys, contractors and large trucks that need to deliver directly onto the stand 07h00-24h00 ONLY. STRICTLY BY APPOINTMENT ONLY	8 SEPT 2019
	Shell scheme exhibitors, ExpoGuys and contractors 07h00 – 24h00. NO WORKING AFTER 24H00.	9-10 SEPT 2019
	Finishing touches 07h00 - 08h30	11 SEPT 2019
EXPO DATES & TIMES (Please note the earlier start)	11 September 2019: 09h00 – 17h00 (Wednesday), Exhibitor Function from 5-7pm 12 September 2019: 09h00 – 17h00 (Thursday), Printing SA Gala Dinner 13 September 2019: 09h00 – 17h00 (Friday)	11-13 SEPT 2019
BREAK-DOWN	17H00 – 24H00	13 SEPT 2019
	07H00 – 14H00	14 SEPT 2019

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE **26 JULY 2019**

EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

ESPA AFRICA, SIGN AFRICA, AFRICA PRINT, AFRICA LED & MODERN MARKETING
EXHIBITOR MANUAL 2019 **6**

IMPORTANT EXHIBITION INFORMATION

VENUE DIMENSIONS + FLOOR LOADING

HALL 1	HALL 2	HALL 3
Hall 1 is a total of 3871 m ² . The ceiling is 4.9 metres high (at the lowest point) / 5.63 metres (at the highest point). Max stand height is 4.63 metres. Floor loading: 750kg per m2	Hall 2 is a total of 6125 m ² . The ceiling is 7.35 metres high (at the lowest point) / 9.67 metres (at the highest point). Max stand height is 6.35 metres. Floor loading: 750kg per m2	Hall 3 is a total of 5178 m ² . The ceiling is 7.35 metres high (at the lowest point) / 9.34 metres (at the highest point). Max stand height is 6.35 metres. Floor loading: 750kg per m2

LOADING AREAS

Please complete and return the Drayages Form 17 to make the necessary arrangements. Free porters with trolleys to assist exhibitors to unload and reload their vehicles will be available. An on site forklift will be available to hire up to a maximum of 5 tons. Please specify if you need a bigger forklift so that arrangements can be made.

Vehicles used for the delivery of goods may not be parked in the building and must be removed immediately after the delivery/ collection of goods. Vehicles carrying explosives are not permitted in the building.

Larouxnelle is the sole contractor to get equipment from the load bay to the stand. This is due to the floor loading. Riggers will only be permitted to off load into the load bay, no riggers will be allowed into the halls.

LOADING AREA FOR HALL 1

The loading area in Gallagher Avenue gives direct access to Exhibition 1 and can accommodate trucks no longer than 12m (prior arrangements need to be made with the organizers for trucks of this size). **The doors are 5m x 5m. The ceiling height in the load bays for Hall 1 is 6m in height.**

LOADING AREA FOR HALL 2 + 3

The loading area in Richard Drive gives direct access to Exhibition 2 + 3 and can accommodate trucks no longer than 12m. **The doors are 5m x 5m and there are 4 doors in hall 2 and 3 doors in hall 3. The ceiling height in the load bays for Hall 2 and 3 loading door is 6.2m in height.**

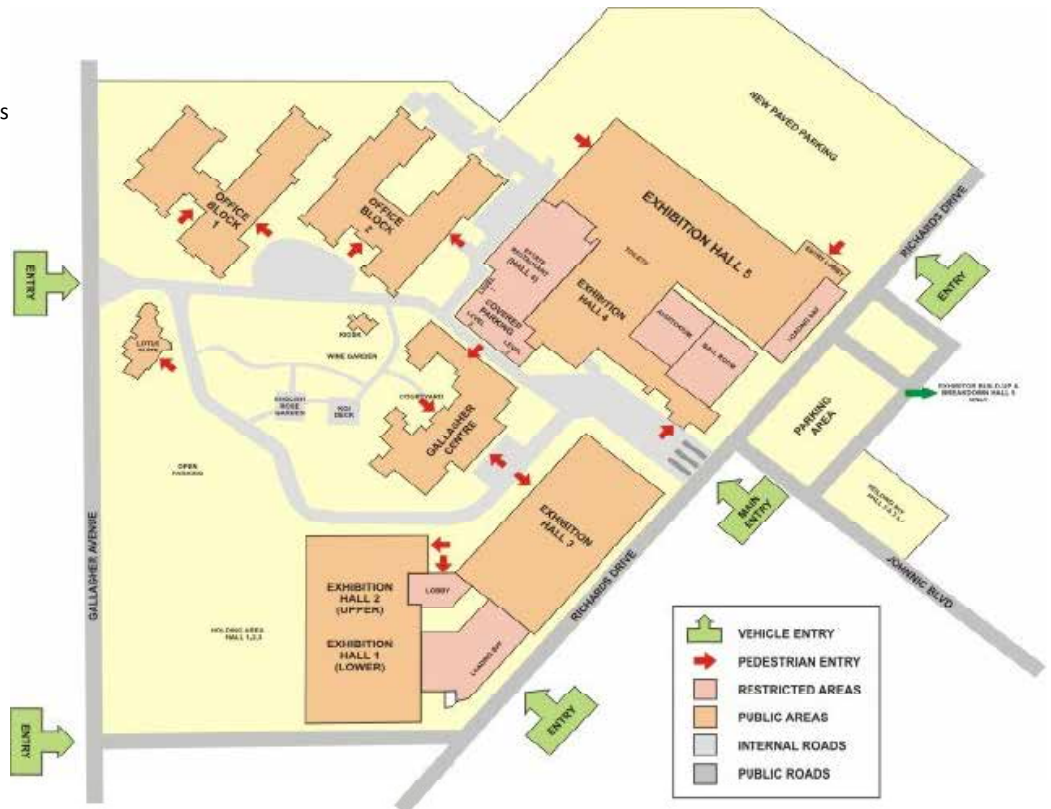
ACCESSIBILITY

Gallagher Convention Centre is based in Midrand, which is easily accessible from neighboring countries in Sub-Saharan Africa and Europe with direct connections into the OR Tambo International Airport not far from the Gallagher Convention Centre by the Gautrain <http://www.gautrain.co.za/> (a modern high speed train) and a newly upgraded freeway infrastructure.

GENERAL PARKING BAYS: Parking for the public is available in Richards Drive opposite GCC at R20 per car per day.

EXHIBITOR PARKING IS FREE NEXT TO HALL 1.

OR TAMBO INTERNATIONAL AIRPORT: Gallagher Convention Centre is a mere 45 minutes from OR Tambo International Airport, the country's leading air terminal, serving 30 000 travellers daily. Airport-approved operators provide train, taxi, bus and shuttle services between Gallagher and the terminal.



IMPORTANT EXHIBITION INFORMATION

ACCOMMODATION (We advise choosing a hotel near to Gallagher Convention Centre in Midrand or Waterfall and not in the Joburg CBD)

The organisers recommend that you consider booking your hotels in Midrand due to the selection of many hotels, restaurants and shopping. Waterfall City is not far from the Gallagher Convention Centre. The Johannesburg CBD accommodation may be cheaper but it is far from Gallagher, not safe to walk around and there is a lot of traffic. The Gautrain has a station in Midrand. There are also taxis available. We recommend downloading the Uber App for quick, easy, cost effective taxis. If you need assistance with your travel, hotel and sightseeing packages you can contact: **Kumbafrica.co** or **XL Protea Travel**
Phone +27 (0)11 805-3120 | Fax +27 (0)11 805-3809 | sales@xlproteatravel.co.za

HOTELS

CITY LODGE WATERFALL CITY	Situated in the heart of the Waterfall City commercial district, this hotel is in close proximity to Mall of Africa, only 15 minutes from Sandton's CBD, 5 minutes from Midrand's CBD and the Gautrain station, and 40 minutes from the CBD's of Johannesburg and Pretoria. It is also close to many major conference venues such as Gallagher Convention Centre. Tel: +27 10 065 0000 Email: clwaterfall.dm@clhg.com Website: https://clhg.com/hotels/185/City-Lodge-Hotel-Waterfall-City
MIDRAND CONFERENCE CENTRE	Nominated as one of the top 2 Conference Venues in Gauteng by the Star Readers' Choice Awards, Award of Excellence as honoured by Booking.com's guests. Situated across the road from Gallagher Convention Centre. Tel: 011 315 8326 Website: http://midrandconferencecentre.co.za
PROTEA HOTEL MIDRAND	This four star hotel in Midrand is situated halfway between the dynamic, bustling cities of Johannesburg and Pretoria. Tel: +27 (0) 861 11 9000 Website: http://www.proteahotels.com/hotels
TINTSWALO AT WATERFALL	Situated in the heart of Kyalami just north of Johannesburg, Tintswalo at Waterfall is an exclusive 5-star boutique hotel offering unparalleled cuisine, exceptional luxury and typical Tintswalo service standards. Tel: +27 (0) 11 234 2456 / 27 / 39 Email: res2@waterfall.tintswalo.com Website: http://www.tintswalo.com/waterfall/
CONSTANTIA HOTEL & CONFERENCE CENTRE	Constantia Midrand is located directly opposite the new Old Mutual mega shopping centre. It is halfway between Johannesburg and Pretoria, with Gautrain Train Station just 5 minutes' drive away. Tel: +27 (0) 11 315 50 35 Email: reservations@constantiahotel.co.za
REGAL INN MIDRAND	Poynting Antennas is 2.8 km from the accommodation, while Healthworx is 3.1 km away. The nearest airport is Lanseria (Johannesburg) Airport, 20 km from Regal Inn Hotel Midrand. Website: www.booking.com
AFRICAN FOOT PRINTS LODGE	Tel: 011 315 7888/9 Email: info@africanfootprints.co.za
BON HOTEL	Tel: 011 315 5035 Website: http://www.bonhotels.com/bon-hotel-midrand
MERCURE HOTEL JOHANNESBURG	Tel: 011 312 2020 Website: http://www.accorhotels.com/gb/hotel-2917-mercure-johannesburg-midrand-hotel/index.shtml
PREMIER HOTEL MIDRAND	Tel: 010 161 0000 Email: res.midrand@premierhotels.co.za Website: https://www.premierhotels.co.za/hotels/gauteng/johannesburg/midrand/
THE ORCHARDS EXECUTIVE ACCOMMODATION	Tel: 011 023 4933 Email: info@theorchardsmidrand.co.za Website: http://www.theorchardsmidrand.co.za
THE GALLAGHER HOTEL	http://thegallagherhotel.co.za
GLEN REST COUNTRY LODGE	http://www.glenrest.co.za
MIDRAND WILD GOOSE GUEST HOUSE	http://www.midrandwildgoose.co.za
SOLACE GUEST HOUSE & SPA	http://www.solaceguesthouse.co.za
ACCOLADES BOUTIQUE VENUE	http://accolades.org.za
BY BUSH TELEGRAPH LODGE	http://www.bbtldodge.com
PINE TREE LODGE	http://www.pinetree lodge.co.za

VENUE ADDRESS + MAP

GALLAGHER CONVENTION CENTRE

19 Richards Drive, Midrand, Johannesburg 1685, South Africa
EXHIBITION HALL 1, 2 & 3

Loading Bay for Hall 1 is accessed from Gallagher Avenue.
Loading Bay for Hall 2 & 3 is accessed from Richards Drive.
On arriving please park in holding area in Gallagher Avenue and wait until you are directed into load bay.

SAFETY POLICY NOTIFICATIONS AND REGULATIONS

A copy of GCC safety policies is included at the back of this exhibitor manual for your information and you'll have to sign a 37.2 and NOTIFICATION OF ACCEPTANCE on FORM 2B that your company representative has read and understood the rules and regulations on page at the back of the manual before build up.

PARTICULAR NOTICE TO BE TAKEN OF THE FOLLOWING:

- All contractors and exhibitors must hand in their safety file to the safety office before they start building.
- Legislation requires that all contractors, suppliers and service providers delivering a service at the GCC, whether it be for the venue or any of its clients, are required to undergo a 15 minute Health & Safety induction. (Safety office in Hall 3)
- During build up and breakdown - stand building (whether spec built or shell scheme) is classified as a 'construction site' and therefore all construction regulations apply.
- This applies to all stand builders, sub-contractors, organisers, security, venue staff, cleaners, electricians, furniture hire etc. Who are required to wear a hard hat if they are within four metres of construction.
- Exhibitors have to wear hard hats if they are working in an area that is still under construction.



PLEASE NOTE: NO CHILDREN WILL BE ALLOWED IN THE VENUE DURING BUILD-UP AND BREAK-DOWN FOR THEIR OWN SAFETY.

COURIER COMPANIES

Please ensure the following if you are using a courier company to transport your goods to and from the expos:

- Ensure that your couriers have the stand name, stand number, expo name and Hall 1, 2 or 3.
- You can use Jerome Jacobs Cell: +27 (0) 82 889 1659 from Larouxnelle Logistics & Consulting as the on site contact, please just make him aware of what you are sending down, how many items and which courier company. Ensure that your couriers have the stand name, stand number, expo name and Hall 1, 2 or 3.
- Make the courier company aware of when they can deliver for build up and collect at break down on Friday 13 September 2019 from 17H00 and Saturday 14 September 2019 from 08h00-12h00. NO COLLECTIONS BEFORE 5PM ON FRIDAY 13 SEPTEMBER 2019.
- Confirm whether your courier company can lift your goods off their vehicle. If not, please order the forklift on form 17.

OFFICIAL FREIGHT FORWARDERS & ON SITE HANDLING

Larouxnelle Logistics & Consulting are officially appointed by Gallagher Convention Centre and the Organisers. You can contact Jerome Jacobs.

IMPORTANT EXHIBITION INFORMATION

Larouxnelle is the sole contractors to get equipment from the load bay to the stand. This is owing to the floor loading. Riggers will only be permitted to off load into the load bay, no riggers will be allowed into the halls.

Contact Details: Tel: (+ 27 11) 315 1964, Fax: (+27 11) 315 1920
Email: Jerome@larouxnelle.co.za,
Cell: +27 (0) 82 889 1659

BREAKDOWN

FRI, 13 September 2019	17h00 – 24h00
SAT, 14 September 2019	07h00 - 14h00
We appeal to exhibitors to NOT break-down their stands before the official closing/ break-down time as it is very disconcerting for visitors in the halls to see empty stands. If you are not breaking down your stand on Friday the 13 September 2019, please order a security guard to watch your stand and equipment, as the organisers will not be held responsible for any loss or theft.	

PRESS KITS

We are putting press kits together for the local press and would like to request any samples or give-a ways (quantity; 25 of each item that you are able to deliver to the organisers office by the 9 September 2019) that you may have to include in the Johannesburg press kit. See form 5.

Please e-mail your press release asap or by 26 July 2019 or sooner so that we can include it online (www.SignAfrica.com, www.AfricaPrint.com, www.AfricaLEDExpo.com and www.ModernMarketing.co.za) and in the Sign Africa Journal.

EXHIBITOR MARKETING OPPORTUNITIES

LET YOUR CLIENTS/VISITORS KNOW ABOUT THE EXPO

1. Put up posters and send out the expo tickets to your clients.
2. Upload the web banner onto your website.
3. Update your e-mail signature for the time leading up the expo, with the expo details.
4. E-mail out the electronic expo ticket to your clients and use the Leader Board tracking link.
5. Register your VIP clients online before the expo, registration is free.
6. Press kits: Insert a memorable sample and get the news out there of what you will have at your stand.
7. Use Sign Africa Journal, www.SignAfrica.com, www.AfricaPrint.com, www.AfricaLEDExpo.com and www.ModernMarketing.co.za to promote your news.
8. Make use of the daily printed Expo Newsletter, which will be handed out to all visitors attending the expo.

All exhibitors will be e-mailed items 1-4

RETAIL FROM STAND

Retail from the stands will be allowed, please just ensure that you give your customers receipts so that security can check.

FLOOR PLAN

The floor plan will be up-dated on an ongoing basis and posted up on www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEDExpo.com or

www.ModernMarketingExpo.co.za.

The date of the last update will always appear on the floor plan.

SERVICES OFFICES

The organizer and ExpoGuys on site office will be set up in hall 1. Safety, security and medic in Hall 3.

INK/MACHINERY/PRINTERS @ GALLAGHER

Exhibitors are NOT allowed to store any solvent based printing inks on their stand. You will only be permitted to have the ink that is in your machine on your stand. If any ink cartridges or supplies need to be replenished you can bring that into the hall as and when it is required. All ink spillage must be cleaned immediately.

CARPETING + FLOORING

The aisle area of the exhibition will be mostly carpeted in charcoal carpets with lots of colour. Carpeting on stands is for the exhibitor's own account, please use Form 7 or Form 8 to make your selection. You can also order wooden flooring on form 9.

CLEANING

The exhibition hall aisles will be cleaned in the evenings once the expo has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors that have ordered cleaning must ensure that cleaners have access to all areas where cleaning is required. If you have booked a Exposcreen, your stand can only be cleaned the following morning once access is given. The aisles are kept clear of rubbish and are cleaned on a regular basis. 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, who require their stand cleaned on a daily basis, must please complete Form 19. Exhibitors are required to remove all materials from their stands and building during breakdown.

MEDIC IN HALL 3

A paramedic will be located on site throughout the build-up, Expo and the breakdown period in the times specified in this exhibitor manual and can be contacted at the main entrance / any security officer or organiser.

EXHIBITOR STAND AWARDS

Stands will be judged by independent judges. Stands not manned or not completed will be automatically disqualified. The applicable criteria are the following:

DESIGN	Originality, impact, idea	20
CONSTRUCTION	Quality, finish	20
SPECIAL EFFECTS	Lighting, animation, movement	10
TRAFFIC FLOW	Accessibility, circulation	10
PRESENTATION	Story, merchandising, products	20
MESSAGE	Product/service, identification	10
HOUSE KEEPING	Attitude of staff, appearance of stand	10
	TOTAL	100

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE 26 JULY 2019

EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

CATEGORIES FOR EACH EXPO:

FESPA Africa, Sign Africa, Africa Print, Africa LED and Modern

Marketing:

- Best Small Stand – shell scheme and floor space up to 18sqm
- Best Medium Stand – shell scheme and floor space 19 – 54sqm
- Best Large Stand – shell scheme and floor space 55sqm-99sqm
- Best Mega Stand - Shell scheme and floor space 100sqm and bigger

The exhibitor awards will be handed out on the winners stands and published in all our media.

EXHIBITOR FUNCTION

The exhibitor function will take place on the Wednesday, 11 September 2019, 5pm at the Gallagher Convention Centre. Drinks and snacks will be served, no dinner will be served. This is strictly an exhibitor function only it is not for partners, clients or expo visitors. We will not be announcing the awards at this function.

PRINTING SA GALA DINNER FORM 4

Date: Thursday 12 September 2019

Venue: Gallagher Convention Centre, Ballroom

A cash bar will be available

Book a table for your clients and team.

See Form 4 for booking

EXHIBITING - THE TOP 10 TIPS ON HOW TO EXHIBIT SUCCESSFULLY

The upcoming exhibition will once again present exhibitors with many wonderful opportunities and once again, for many exhibitors, opportunities will go unnoticed simply because of a lack of the right kind of preparation. To optimise the time and money spent on the stand, give some considerations to the following suggestions:

1. Setting the company objectives

This is probably the most important consideration. Deciding on these objectives early will allow you to do the necessary preparation prior to the start of the event to drive additional opportunities e.g. invite existing customers to reinforce their commitment to your company. Be sure to set up a customer attendance program to target and get commitment on attendance; Attract new dealers. Advertising program + have information or a dedicated person available on the stand.

2. Manning the stand

Who should never man the stand? A temp; unmotivated people; university students; new employees (good idea to attend but as an observer only).

3. Maximum Impact

When you have your top company officials (or overseas experts) available on the stand, make sure that sellers are aware of this. Introducing important customers/prospects to this calibre of person will provide more impact to their visit.

4. Set exhibition sales targets.

Understanding the numbers to generate a ROI places the task at hand into perspective. Allocate a portion of this target to each seller. This will provide a guideline on required engagements and drive improved commitment. This can also be linked to incentives.

5. Strategic exhibition selling skills.

Simply expecting sellers to apply their normal approach in this unique environment, will put you on dangerous ground. The limited time available on the stand, requires that sellers are coached on exhibition selling technique.

6. Understanding visitor objectives.

There are many reasons why people visit exhibitions. Listing these will allow you to brainstorm the most effective method of addressing them. Remember preparation is key e.g. the "I'm just looking response." This could mask the visitor's real intention when visiting your stand.

7. Improve the company image.

Visitors will be more impressed by your attention to their needs than by the design of your stand. Their perception of your brand will be shaped by the behavior and responsiveness of the sellers. Be sure that each seller allocated to a product/s is an expert on the product/s (training might be required) and has available all the required support like pricing and stock availability. Your goal: provide a beyond the ordinary experience.

8. Define the demonstration strategy.

Long drawn out demonstrations/presentations are not recommended because

- You have not had enough time to do a thorough investigation and therefore cannot do a compelling presentation. This should be done after the exhibition.
- The longer you spend with the visitor the less time you have to interact with other potential prospects.

Ideally you want this prospect leaving your stand feeling positive, with some curiosity having been aroused and looking forward to a follow up visit.

9. Capturing visitor details

Design a document that makes provision for contact details; product of interest; follow up requirements and degree of urgency + any other requirements set up as a company objective e.g. ask for referrals.

10. Stand manager/sales manager role.

- Control the accuracy and completion of the visitor details document.
- Capture the daily statistics e.g. No. of leads generated by model; region; sales person; value.
- Daily debriefing: comment on good/ poor behavior; prospect value vs target etc.

For more information regarding exhibitor training this please contact Peter:

Call: 083 380 6132 or send a mail to

Peter@executiveintervention.co.za

'There's no business like show business!'

WIFI VOUCHERS

Internet vouchers can be purchased on site at the Gallagher reception or restaurant for R120.00 for 1gig of data.

REMITTANCE OF ADVICE

FORM 1

PLEASE PRINT DETAILS BELOW REQUIRED FOR INVOICING

Company Name		Stand No	
Co VAT Number		Number of sqm	
Postal Address		Tel No.	
		Fax No.	
		Email	
		Signature	
Person responsible for stand on site		On site contact cell no.	

Pricing was correct at time of print. Errors and omissions excepted (E&OE)

ALL PAYMENTS FOR SERVICES ARE REQUIRED IN ADVANCE OF THE EXHIBITION, OTHERWISE NAME BADGES WILL NOT BE HANDED OUT!

ALL PAYMENTS MUST BE RECEIVED BY 31 AUGUST 2019.

BANK DETAILS: PRACTICAL PUBLISHING **Bank** FIRST NATIONAL BANK **Branch Code** 252 155
Branch BEDFORD GARDENS **Account No** 6208 604 8925

FORM NO.	DESCRIPTION	TOTAL INCL. VAT
FORM 1	COMPULSORY Remittance of Advice	
FORM 2	COMPULSORY Notice of Intent (compulsory if not taking shell scheme) NB FOR CONTRACTORS	
FORM 2A	COMPULSORY Certificates of Compliance (C.O.C) + Stand Plans	
FORM 2B	COMPULSORY 37.2 Form + Notice of Acceptance	
FORM 3	COMPULSORY Name Badges, Exhibitor Function	
FORM 4	COMPULSORY Printing SA Gala Dinner	
FORM 5A	COMPULSORY Expo Catalogue + News	
FORM 5B	OPTIONAL Leader Board Competition + New Product Tour	
FORM 6	OPTIONAL Advertise in the Expo Catalogue + Sponsorship Opportunities	
FORM 7A	OPTIONAL Shell Scheme Package	
FORM 7B	OPTIONAL Custom Stand Design	
FORM 8	OPTIONAL Carpets	
FORM 9	OPTIONAL Flooring	
FORM 10	OPTIONAL Electrical	
FORM 11	OPTIONAL Electrical Plan	
FORM 12	OPTIONAL Storeroom, Special Panels, and Light Tower Options	
FORM 13	OPTIONAL Furniture Hire	
FORM 14	OPTIONAL Recommended Suppliers	
FORM 15	OPTIONAL Barcode Scanner	
FORM 16	OPTIONAL Exposcreens	
FORM 17	OPTIONAL Drayage & Fork Lift	
FORM 18	OPTIONAL Stand Catering (Platters and beverages)	
FORM 19	OPTIONAL Stand Cleaning	
FORM 20	OPTIONAL Stand Security	
FORM 21	OPTIONAL Compressed Air	
FORM 22	OPTIONAL Banner Hanging	
FORM 23	OPTIONAL Heavy Machinery	
FORM 24	OPTIONAL Audio Visual Equipment	
FORM 25	OPTIONAL Storage	
FORM 26	OPTIONAL Vehicle On Stand	
FORM 27	OPTIONAL Plant Hire	
FORM 28	OPTIONAL Networking + Fibre Link	
	COMPULSORY Stand Rules	
	COMPULSORY Gallagher Convention Centre Rules, Safety & Security requirements	
	TOTAL	

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
26 JULY 2019

EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
 EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
 FAX 086 565 8177 | 011 450 1097

ESPA AFRICA, SIGN AFRICA, AFRICA PRINT, AFRICA LED & MODERN MARKETING
 EXHIBITOR MANUAL 2019 **12**

NOTICE OF INTENT (compulsory if not taking shell scheme)**FORM 2**

PLEASE PRINT DETAILS BELOW

NB FOR CONTRACTORS

COMPANY NAME		STAND NO	
ON SITE CONTACT		CELL NO.	

NOTICE OF INTENTION TO ERECT A STAND

All exhibitors with floor space only packages or designer stands must complete the following form. Failure to complete the form will result in the Organiser prohibiting build-up in terms of the SAFE WORKING PRACTICES ACT.

PLEASE NOTE:

- Any stand (except shell scheme) that is covered, or constructed at any height and/ or double storey will be required to submit plans approved by a structural engineer with a practice number and a certificate of compliance must be issued by a structural engineer at build-up of the Expo.
- Please ensure that your stand plans are to the size of the floor space booked.
- There must be at least one 9kg Dry Chemical Powder fire extinguisher on each level of a double story stand.
- All electrical distribution boards are to be installed by EBS. See Form 10.
- If you do not have the shell scheme package a single phase or a 3-phase distribution board **MUST** be ordered depending on your power requirements. For shell scheme exhibitors who require additional supply, please complete Form 10.

We advise that the following contractor has been appointed to erect the above stand/ or install electrics. We also confirm that they have read and understood, and therefore agree to abide by the relevant regulations issued.

CONTRACTOR & EXHIBITORS (building own stand) CHECKLIST FOR SAFETY FILE

Occupational Health & Safety Policy and Safety Plan	
Technical drawings and floor plans	
'Appointment' in writing by Client	
Risk Assessment Regulation 7(1)	
Fall Protection Plan Section 8	
Electrical Installation Plan/Certificates (C.O.Cs)	
All Structural Engineer's Certificate (stands over 2.5 metres)	
General Machinery Regulation GRM2	
COID Registration Number.	
Workman's Compensation Incident Form	

A HEALTH AND SAFETY CONTRACTORS AGREEMENT (In terms of Section 37 (2) of the Occupational Health and Safety Act of 1993) will be required if you are building your own stand or getting a stand builder or contractor to build your stand. PLEASE COMPLETE FORM 2C.

NB: ALL SAFETY FILES AND 37(2)'S TO BE HANDED IN BEFORE YOU START BUILDING.

APPOINTED STAND BUILDER			
CONTACT PERSON		CELL	
EMAIL		TEL	
POSTAL			
		CODE	

APPOINTED STRUCTURAL ENGINEER (Can be arranged by organisers, Form 2A)			
CONTACT PERSON		CELL	
PRACTICE NUMBER		TEL	
EMAIL		FAX	
POSTAL			
		CODE	

Please email all drawings and full details of any electrical work to the organisers by the 26 JULY 2019. Include a brief description of work to be carried out below

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
26 JULY 2019

EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

FESPA AFRICA, SIGN AFRICA, AFRICA PRINT, AFRICA LED & MODERN MARKETING
EXHIBITOR MANUAL 2019 **13**

CERTIFICATES OF COMPLIANCE (C.O.C) + STAND PLANS**FORM 2A**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
ON SITE CONTACT		CELL NO.	

PLEASE TICK RELEVANT BOX

STAND PLANS SUBMISSION		R690.00 before 2 weeks
<ul style="list-style-type: none"> Please submits all your stand plans to the organisers to be vetted and those structures are custom built, at any height, double storey, etc. will need to be submitted by the organisers to the Council at a cost of R690.00 to the exhibitor. Within two weeks before first day of the expo it is double R1 210.00. Stand name and number is very important. You can present your own plans at the City of Joburg, on Mondays and Wednesday 8-10am, by appointment only. 		R1 210.00 within 2 weeks
<input type="checkbox"/>	YES, I will be submitting my stand plans to the Council through expo organisers.	
<input type="checkbox"/>	No, I will be presenting my own plans to the City of Joburg and arrange an appointment myself.	

CERTIFICATES OF COMPLIANCE

<input type="checkbox"/>	YES, I require a structural engineer to issue a structural C.O.C because my stand has a built structure (not shell scheme).	R1 115.00
<input type="checkbox"/>	No, I will arrange my own structural engineer	
<input type="checkbox"/>	Electrical COC YES, I require an electrical C.O.C issued by EBS, the official electrical contractors at Gallagher Convention Centre. This is COMPULSORY if you are building a designer stand and / or need to connect your own equipment or lights. *All distribution boards to be installed by EBS Form 10	R1 720.00

FABRIC

Any fabric on your stand will need a Fire Retardant Certificate. Flammable fabric draping, decorative elements or built structures must be flame retarded in accordance with requirements of SANS 10366 - Health and Safety at Events as required by the SASREA Act (Act #2 of 2010 – The Safety at Sports & Recreational Events). If you need any items treated with a flame retardant you can contact

- Gavin (Fabr Dynamics) Mobile: +27 (0) 76 737 3489, Tel: +11 478 1984, email: protex@brylon.co.za
- Passive Protection SA; Mobile: Levi +27 (0) 61 005 8975, Email: levi@passiveprotectionsa.co.za

- All combustible wood and additional material to be used for décor such as draping, curtains, partitions, and floor, wall or roof coverings where required, to be treated with a flame retardant. A certificate of proof to be presented to the organisers.**
- PLEASE SEE RULES AT BACK OF THE MANUAL FOR MORE INFORMATION**

<input type="checkbox"/>	YES, I will have fabric/wood/additional material on my stand(s).
<input type="checkbox"/>	No, I will not have fabric/wood/additional material on my stand(s).
<input type="checkbox"/>	YES, all the fabric/wood/additional material used on my stand(s) have been or will be treated and I have a Fire Retardant Certificate.

ENGRAVING/LASER CUTTING/ROUTERS

Exhibitors demonstrating laser engravers must have an extractor and will not be permitted to engrave materials that produce strong fumes. ie. Acrylic, wood, etc.

<input type="checkbox"/>	YES, I will be demonstrating laser engraving on my stand(s).
<input type="checkbox"/>	No, I will not be demonstrating laser engraving on my stand(s).
<input type="checkbox"/>	YES, I do have or will get an extractor for my stand(s).

SUBTOTAL	R
VAT (15%)	R
(CARRIED FORWARD TO FORM 1) TOTAL	R

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
26 JULY 2019EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

NAME BADGES + EXHIBITOR FUNCTION**FORM 3**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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NAME & SURNAME	COMPANY	CELLPHONE NO. (FOR ANY EXPO NOTICES & REMINDERS)	E-MAIL (FOR ANY EXPO NOTICES & REMINDERS)	ATTENDING EXHIBITOR FUNCTION	
				Yes	No
Please e-mail the list of names to names2019@practicalpublishing.co.za					
<ul style="list-style-type: none"> Please supply ALL the names of the people who will be <u>manning your stand and the contractors</u> on this form. Contractors will not need a name badge for build up and break down, only if they are on your stand during the expo. TO AVOID ANY ERRORS IN RETYPING THE NAMES, PLEASE EMAIL THIS INFORMATION TO names2019@practicalpublishing.co.za IN THE BODY OF THE EMAIL OR IN EXCEL FORMAT. 					

- The EXHIBITOR FUNCTION will take place on Wednesday 11 September 2019, 17h00 at Gallagher Convention Centre. Drinks and snacks will be served. Stand awards will NOT be announced at this function, they will be presented on the stands and announced in all our media
- PLEASE ENSURE you give the badges to everyone before the first day of the expo.

CONTRACTOR(S) BADGES

- All contractors WILL HAVE TO undergo a 15 minute Health + Safety induction. This will be conducted by the Safety Officer on site in the load bays.
- Wrist bands will be issued by security.
- We do not need contractor names.
- Contractors will only need a badge if they are required to access your stand during the 3 expo days 11-13 September. In which case add them to your list of names.

**Please email the list of names to
names2019@practicalpublishing.co.za**

**ONLY ELECTRONIC SUBMISSION OF
NAMES THAT CAN BE COPIED AND
PASTED WILL BE ACCEPTED TO AVOID
SPELLING ERRORS**

PRINTING SA GALA DINNER **FORM 4**

PLEASE PRINT DETAILS BELOW

COMPANY NAME	STAND NO
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Printing SA Invites All Exhibitors And Your Customers To The Annual Gala Dinner

GALA DINNER 2019

Date: Thursday, 12 September 2019

Venue: Gallagher Convention Centre, Ballroom

To take place after the FESPA Africa, Sign Africa, Africa Print, Africa LED & Modern Marketing Expos



Gala Dinner Tickets R600 excluding VAT per person*	QUANTITY:	
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You can seat up to 10 people per table

* The price of tickets is subject to confirmation from Printing SA.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

EXHIBITOR LISTINGS IN EXPO CATALOGUE + NEWS

PART OF THE SIGN AFRICA JOURNAL + AFRICA PRINT JOURNAL

FORM 5A

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

Please check your standard company listing as it appears online at www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEExpo.com, www.ModernMarketingExpo.co.za.

IF NO LISTING IS ONLINE, please supply new company details to design@practicalpublishing.co.za.

Please email the following information and a high resolution electronic version of your logo to design@PracticalPublishing.co.za (no handwritten submissions will not be accepted due to errors and typos).

- COMPANY NAME
- COMPANY DESCRIPTION (NO MORE THAN 30 WORDS)
- BRANDS REPRESENTED BY THE COMPANY (NO PRODUCT CATEGORIES JUST BRANDS)
- TELEPHONE NUMBER
- FAX NUMBER
- MOBILE NUMBER
- EMAIL ADDRESS
- WEBSITE
- POSTAL ADDRESS
- PHYSICAL ADDRESS

Please email your catalogue information to Tristan at design@practicapublishing.co.za. Errors will be made with hand written submissions.

NEWS

Will you be making an announcement or launching new product/s at the Expo? Yes No

If yes please supply brief details:

Will you have start-up business opportunities on your stand? What would the investment be?

IF YES, please email Meggan@PracticalPublishing.co.za by the 26 July 2019 for inclusion in the Expo Catalogue and sooner to be included in the weekly Sign Africa, Africa Print and Modern Marketing Online News (www.SignAfrica.com, www.AfricaPrint.com, www.AfricaLEExpo.com & www.ModernMarketing.co.za)

PRESS KITS

PLEASE INDICATE BELOW IF YOU WOULD BE SUPPLYING ANY SAMPLES, GIVE-A WAYS, ETC FOR THE PRESS KITS

DESCRIPTION		QTY
<input type="checkbox"/>	Samples	<input type="checkbox"/>
<input type="checkbox"/>	Give-a ways	<input type="checkbox"/>

Press releases and images must be e-mailed by 26 July 2019 or sooner to meggan@practicalpublishing.co.za

Please note: Items must be delivered to the organisers by Monday, 9 September 2019 at the organisers office.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

EXHIBITOR LEADER BOARD COMPETITION**FORM 5B**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
--------------	--	----------	--

LEADER BOARD COMPETITION

INVITE YOUR CUSTOMERS & PROSPECTS TO VISIT THE EXPO & STAND A CHANCE TO WIN!

We will run an incentive programme for our Exhibitors to see who gets the most customers registered online and then visiting the Expo. In order to track these online entries Exhibitors will be given a unique tracking link in the html emailer provided with their logo and stand details. To show our appreciation, we will give the Exhibitor with the most online registrations and visits, a free online social media campaign. Terms and Conditions apply.

Terms and Conditions apply:

- No duplicated registrations for the same person will be counted.
- You can have more than one person per company registering, separately.
- The unique link can be used in the html emailer, web banner and email signature provided by Practical Publishing.
- All online registrations and visits will be counted up to and including 13 September 2019.
- You will need a minimum of 100 pre-registered visitors using your link to be eligible.
- You will be notified at out year end function.
- Social media voucher can not be exchanged for cash or sold to another company.
- The prize will only be valid for 6 months from date of issue.
- The prize will be in addition to an existing campaign only i.e. not replacing an existing campaign.
- Google Analytics will be used to track the number of online registrations.

Would you like a tracking link sent to you so that you can take part? YES NO

Make sure to use the marketing material that you have selected above to advertise to your clients that you will be attending the expo and make sure that the unique tracking link provided to you is used by your clients to register for the expo so that we can keep count.

Please indicate which online marketing artwork you would like us to send you electronically. This is FREE of charge	<input type="checkbox"/>	Electronic ticket (PDF format)
	<input type="checkbox"/>	A banner for your website (GIF format) (600 x 80 pixels)
	<input type="checkbox"/>	Email signature banner (JPG format) (600 x 80 pixels)
	<input type="checkbox"/>	Customised e-mailer invite with a tracking link

ADVERTISING IN EXPO CATALOGUE + SPONSORSHIP OPPORTUNITIES

PART OF THE SIGN AFRICA JOURNAL & AFRICA PRINT JOURNAL

FORM 6

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
Each visitor to the Expo will receive a copy of the Expo Catalogue after registering. If you would like to advertise in this catalogue issue, please complete this form.		EDITORIAL DEADLINE	26 July 2019
		MATERIAL DEADLINE	5 August 2019
		Email material to Dyelan@PracticalPublishing.co.za	

ADVERTISING: TICK APPROPRIATE BOX				X
	TRIM SIZE	BLEED SIZE	COST	
x Double Page Spread	420 (w) x 280 (h) mm	426 (w) x 286 (h) mm	R23 385.00	
x Full Page Advert	210 (w) x 280 (h) mm	216 (w) x 286 (h) mm	R12 990.00	
x Half Page Vertical	105 (w) x 280 (h) mm	111 (w) x 286 (h) mm	R8 595.00	
x Half Page Horizontal	210 (w) x 140 (h) mm	216 (w) x 146 (h) mm	R8 595.00	
x Quarter Page	95 (w) x 128 (h) mm	101 (w) x 134 (h) mm	R6 150.00	
TOTAL DUE			R	

ONLINE PACKAGE		
1 x August & September Online Banner (8 Weeks) - Newsletter and Website		R12 000 EX VAT
1 x eMailer to Industry Database inviting visitors to your stand and showcasing product with expo special		
TOTAL DUE		

EXHIBITOR SPECIALS PACAKGE		TICK IF YES
Advertise your expo specials in our pre show email campaign to the visitor database	R2500.00 ex VAT	

SPONSORSHIP: TICK APPROPRIATE BOX			
VISITOR BAG INSERT	One item placed at registration for visitors to take. This can be a sample, printed call to action, etc. Limited to A4 size. Exhibitor to supply ready to handout.	R7 500.00 ex VAT	
FOOTPRINTS FROM REG TO STAND (Limited to two sponsors per hall)	Vinyl floor graphic (+- 300mm x 150mm) to be applied to floor from Entrance to hall to the stand. Minimum spacing per artwork will be 1000mm apart. Exhibitor must supply all prints, install and remove graphics. Once removed there must be no glue residue or marks on the flooring. Only approved floor graphic media allowed. Artwork and media used to be approved by organizers prior to installation at buildup.	R12 000.00 ex VAT	
HOT NEW PRODUCT TOUR	How it works: <ul style="list-style-type: none"> Limited to 10 exhibitors that have a Hot NEW product at the expo. Visitors will sign up at registration for the tour of the ten stands (free of charge). Once a group of 5 or more are ready the tour will begin. There will not be a specific schedule. On arrival to your stand, a representative from your company will speak to all participants with a Mic and Headphone about their new product and then invite them to revisit the stand for more info (you have 5 minutes to talk about your new product). Talk about and demonstrate the NEW product that you are showcasing. Samples or hand-outs are encouraged if you have. Hot New Product Tours will run throughout the 3 expo days. After each tour we will canvas more people at registration and start a new tour as soon as there are enough people. 	R7 500.00 ex VAT	
TOTAL DUE		R	

MATERIAL/ARTWORK REQUIREMENTS:**PRINT**

- Preferred file types: PDF, TIFF, EPS
- Please ensure all adverts are supplied in correct advert sizes with bleed and crop marks. DPS adverts to be supplied as 2 separate full page adverts, as the publication has a spine. Text and images are not to be placed close to the spine (8mm gap), as it will be cut off or folded into the spine.
- All fonts are to be converted to paths and all images embedded/included CMYK if you are submitting open files.
- If no colour proof, crop marks or bleed supplied, Practical Publishing cannot take responsibility for incorrect artwork supplied.

ONLINE BANNERS

- Banners need to be supplied as animated GIF files and must not exceed 30kb in file size.
- Static banners need to be supplied as PNG files and will be then converted to GIF files.

EMAILERS

- Emailer files must be supplied in html format including images.
- Emailers should contain more text than images for maximum reach.

 Tick here if you would like Practical Publishing to design your advert. (To be quoted)

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE **26 JULY 2019**EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097ESPA AFRICA, SIGN AFRICA, AFRICA PRINT, AFRICA LED & MODERN MARKETING
EXHIBITOR MANUAL 2019 **20**

SHELL SCHEME PACKAGE**FORM 7A**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
ON SITE CONTACT		CELL NO.	

THE EXPO PACKAGE INCLUDES:

- Octanorm Shell Scheme with white infill panels.
- Black fascia boards with company name in WHITE lettering
- 1 x Fluorescent Light
- 1 x 5amp plug
- 1/4 Part DB
- Carpeting

SPECIFICATIONS OF TYPICAL SHELL SCHEME STAND

- **Total Shell Scheme Size:** 1000mm (w) x 2500mm (h)
- **Actual Panel Size:** 980mm x 2413mm
- **Visible Panel Size:** 960mm (w) x 2400mm (h)
- **PLEASE NOTE: Panels may not be painted. NO nails or drilling of holes in shell scheme is permitted. Only prestik, velcro or double-sided tape may be used.**

FASCIA NAME (YOU GET A FASCIA NAME PER CORNER WITH THE PACKAGE)

PLEASE NOTE: Should you not fill this section in, the name that appears on your contract with Practical Publishing will default as your fascia name. Changes on site will result in an additional charge of R190.00 per fascia. Fascia names will be printed in uppercase only.

The following name should appear on the fascia (please print)

R398.00	per m ² x		(stand size) =	R
No. of			additional Furniture package	R
			additional Vinyl Graphics	R
			15% VAT	R
(CARRIED FORWARD TO FORM 1) TOTAL				R

SHELL SCHEME FURNITURE PACKAGES (See images on pages 23-25)

FURNITURE PACKAGE 1	FURNITURE PACKAGE 2	FURNITURE PACKAGE 3
Only valid if ordered with the shell scheme package 1 x FT1005 - Round Cafe Table on Chrome Legs - White 2 x FC1002 - Chelsea Chair - White 1 x FM004 - Small Dustbin 1 x FD002B - Smart Brochure Holder	Only valid if ordered with the shell scheme package 1 x FT1005 - Round Cafe Table on Chrome Legs - White 2 x FC1002 - Chelsea Chair - White 1 x FM004 - Small Dustbin 1 x FD002B - Smart Brochure Holder 1 x CP905 - Lockable Cupboard	Only valid if ordered with the shell scheme package 1 x FT1005 - Round Cafe Table on Chrome Legs - White 2 x FC1002 - Chelsea Chair - White 1 x FM004 - Small Dustbin 1 x FD002B - Smart Brochure Holder 1 x FD007 - Single Tall Showcase Round Pole Profile
PACKAGE 1 R1 185.00 excl. VAT	PACKAGE 2 R1 895.00 excl. VAT	PACKAGE 3 R2590.00 excl. VAT

VINYL GRAPHICS

FULL COLOUR PRINTS ON PANELS	FULL COLOUR PRINTS ON FASCIA BOARDS	VINYL PANELS - ONLY AVAILABLE IN STANDARD COLOURS
980mm x 2413mm Print & Mount Graphic R1145 each excl. VAT	2980mm x 313mm Print & Mount Graphic R595 each excl. VAT	980mm x 2413mm Vinyl Panel in Standard Colour R535 each excl. VAT
980mm x 913mm Print & Mount Graphic R435 each excl. VAT	3980mm x 313mm Print & Mount Graphic R795 each excl. VAT	480mm x 2413mm Vinyl Panel in Standard Colour R260 each excl. VAT
480mm x 2413mm Print & Mount Graphic R565 each excl. VAT	4980mm x 313mm Print & Mount Graphic R995 each excl. VAT	
480mm x 913mm Print & Mount Graphic R215 each excl. VAT		

FABRIC BANNER OPTIONS

If you order your fabric banner below, the cost for chonking/extrusion/installation/labour is all included in the price for 2019.

1960mm x 2480mm Fabric Banner R2 275 each excl. VAT	
2960mm x 2480mm Fabric Banner R3 410 each excl. VAT	
3960mm x 2480mm Fabric Banner R4 545 each excl. VAT	
4960mm x 2480mm Fabric Banner R5 680 each excl. VAT	
2960mm x 400mm Fabric Banner for Fascia R550 each excl. VAT	
Please contact the organisers should you wish to install your own fabric banners, not printed with Expo Guys.	
BANNER FRAME - REQUIRED FOR BANNER INSTALLATION Plastic Fabric Extrusion and Installation per linear metre R125 ex VAT	
Labour Fee to fit client's existing printed fabric banner to Shell Scheme Stand R805 each excl. VAT (per piece of fabric) Labour and extrusion included.	

If any other fabric banner sizes are required, please contact the organisers for a quote

Any on site orders will be subject to availability.

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SHELL SCHEME PACKAGE CONTINUED

FORM 7A

GRAPHICS APPLIED TO FURNITURE

Full Colour Prints on Furniture Panels for the following items:

FD007 Single Tall Showcase Round Pole Profile	FD006 Double Glass Showcase Round Pole Profile	FD005 Glass Top Counter Round Pole Profile
Top Panel: 480mm x 190mm Print & Mount Graphic R45.00 excl. VAT	Front Top Panel: 980mm x 175mm Print & Mount Graphic R85.00 excl. VAT	Front Panel: 980mm x 705mm Print & Mount Graphic R335.00 excl. VAT
Bottom Panel: 480mm x 565mm Print & Mount Graphic R135.00 excl. VAT	Side Top Panel: 480mm x 175mm Print & Mount Graphic R45.00 excl. VAT	Side Panel: 480mm x 705mm Print & Mount Graphic R165.00 excl. VAT
	Front Bottom Panel: 980mm x 638mm Print & Mount Graphic R305.00 excl. VAT	
	Side Bottom Panel: 480mm x 638mm Print & Mount Graphic R150.00 excl. VAT	

FD004 Glass Top Counter Square Pole Profile	CP906 Curved System Counter	CP016 System Stepdown Counter
Front Panel: 973mm x 725mm Print & Mount Graphics R345.00 excl. VAT	Front Panel: 1545mm x 913mm Print & Mount Graphic R685.00 excl. VAT	Top Front Panel: 980mm x 163mm Print & Mount Graphic R80.00 excl. VAT
Side Panel: 473mm x 725mm Print & Mount Graphics R170.00 excl. VAT	Side Panel: 480mm x 913mm Print & Mount Graphic R215.00 excl. VAT	Top Side Panel: 225mm x 163mm Print & Mount Graphic R20.00 excl. VAT
		Bottom Front Panel: 980mm x 913mm Print & Mount Graphic R435.00 excl. VAT
		Bottom Panel: 480mm x 913mm Print & Mount Graphic R215.00 excl. VAT

CP905 Lockable Cupboard	1025 White Desk
Front Panel: 980mm x 913mm Print & Mount Graphic R435.00 excl. VAT	Front Panel: 980mm x 663mm Print & Mount Graphic R315.00 excl. VAT
Side Panel: 480mm x 913mm Print & Mount Graphic R215.00 excl. VAT	Side Panel: 480mm x 663mm Print & Mount Panel R155.00 excl. VAT

PRINTED GRAPHICS REQUIREMENT FORM

Print Ready graphics are to be supplied in the following ways only:

- Exhibitors to supply own graphics by 1 September 2019
- Please allow for 20mm bleed and make sure all text is within the visible panel size of 960mm (w) x 2400mm (h)
- Artwork to be setup at final print size (print sizes listed below) @ 100 dpi in "RGB colour mode" and saved as layered/open files in Photoshop, Freehand, Adobe Illustrator, PDF's or Corel Draw or as Hires JPEG's.
- Please note all links/fonts to be supplied if files are layered or images to be embedded/fonts to be converted to paths.

Artwork needs to be supplied by your graphic artist in a ready to print file sized exactly as per specifications. File to be submitted in one of the following formats:

- Jpeg, tiff or psd – hi res images at 300dpi @ 50% of full size
- Vector images to be saved in coral draw (cdr); or illustrator (ai) and must be saved with pdf compatibility turned on.
- A panel layout diagram must accompany your final artwork.
- All images and print ready pdf to be able to viewed at 100% of final size without pixilation
- No prints will be actioned unless the exhibitor has signed off a proof of layout within the time frame stipulated.

Final quality of the print will depend entirely on the quality of the artwork that is supplied to us.

PLEASE NOTE: WHAT IS NOT ACCEPTABLE AS ARTWORK

Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Quark-X-Press, small web pictures such as: gif, bmp, html.

3 X 3 Shell Scheme Specification

- * 3m x 3m Shell Scheme Stand
- * Stands are constructed using aluminum extrusions and 3mm PST panels
- * White Panels are supplied
- * Fascia Board with Text for all open sides
- * Panels and aluminum are not to be damaged in any way, which includes: painting and drilling. Double sided tape and Velcro may be used to affix posters
- * Actual Panel Size: 980mm (W) x x2413mm (H)
- * Visible Panel Size: 960mm (W) x x2400mm (H)

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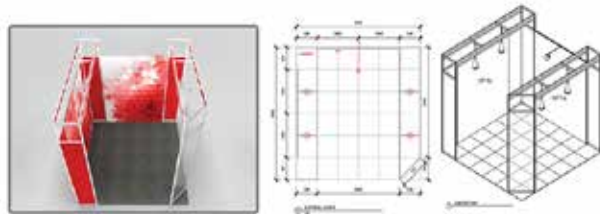
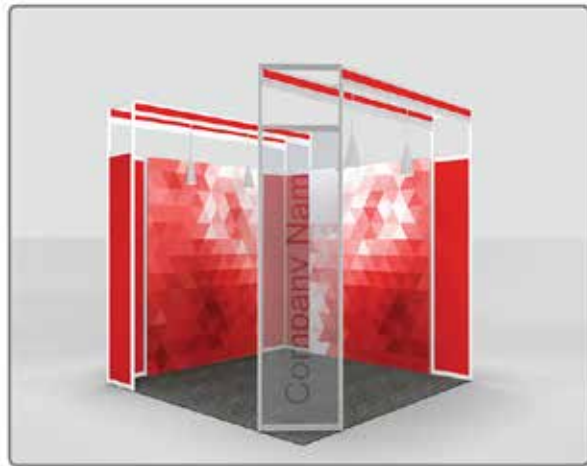
EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
 EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
 FAX 086 565 8177 | 011 450 1097

CUSTOM STAND DESIGN (Please Tick Your Selection)

FORM 7B

COMPANY NAME	STAND NO
---------------------	-----------------

9sqm Design Package Stand A



Furniture package 1:

R1185.00 ex VAT

3 x FC1002
1x FT1002



Furniture package 2:

R1895.00 ex VAT

3 x FC1002
1x FT1002



- Smart Brochure Holder-FD002B
R545.00
- Lockable Cupboard - CP905
R750.00
- Glass Top Counter-FD005
R970.00
- Single Tall Show case-FD007
R1490.00

Fabric Banner Requirements (client retains fabric):

- GF1a 1960mm x 2480mm Backwall Banner R2275,00
- GF1b 1960mm x 2480mm Backwall Banner R2275,00

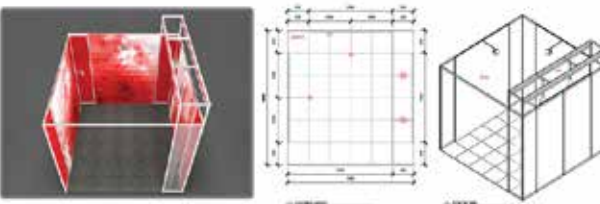
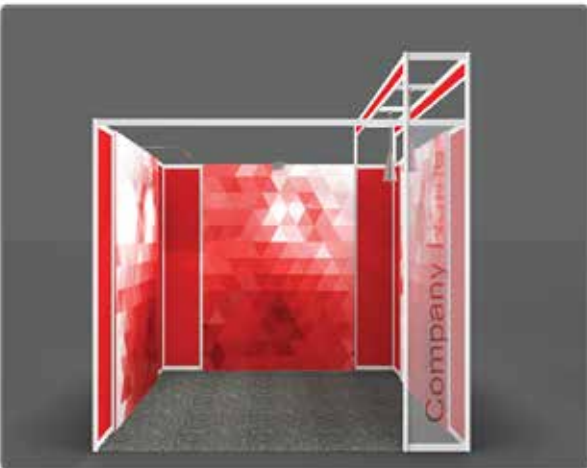
SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

3x3 CORNER STAND

R12 620.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting.

Select your carpet colour on form 8

9sqm Design Package Stand B



Furniture package 1:

R1185.00 ex VAT

3 x FC1002
1x FT1002



Furniture package 2:

R1895.00 ex VAT

3 x FC1002
1x FT1002



- Smart Brochure Holder-FD002B
R545.00
- Lockable Cupboard - CP905
R750.00
- Glass Top Counter-FD005
R970.00
- Single Tall Show case-FD007
R1490.00

Fabric Banner Requirements (client retains fabric):

- GF1a 1960mm x 2480mm Backwall Banner R2275,00
- GF1b 1960mm x 2480mm Backwall Banner R2275,00
- GF1c 1960mm x 2480mm Backwall Banner R2275,00

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

3x3 FRONT OPEN ONLY STAND

R10 235.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting.

Select your carpet colour on form 8

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26 JULY 2019

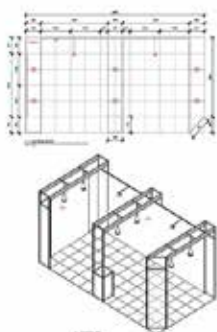
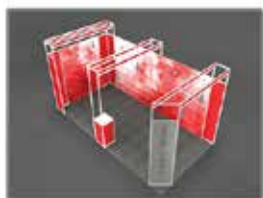
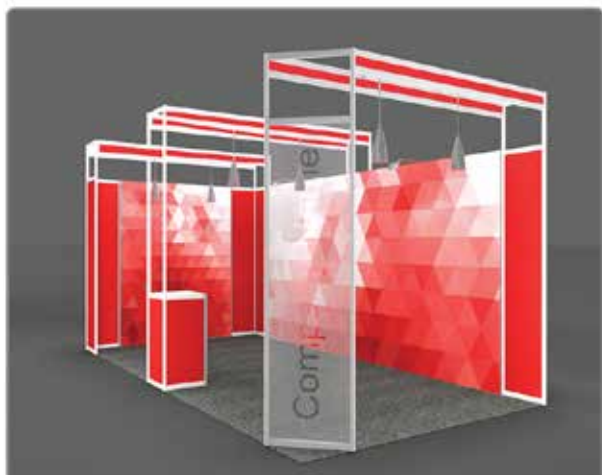
EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

CUSTOM STAND DESIGN Continued (Please Tick Your Selection)

FORM 7B

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

18sqm Design Package Stand C



Furniture package 1:

R1185.00 ex VAT
3 x FC1002
1x FT1002



Glass Top Cafe Table-FT1002 White Chelsea Chair-FC1002

Furniture package 2:

R1895.00 ex VAT
3 x FC1002
1x FT1002



Aluminium Cocktail Table-FT2001 Asteroid Barstool White-FB1001W



Smart Brochure Holder-FD002B

R545.00

Lockable Cupboard - CP905

R750.00

Glass Top Counter-FD005

R970.00

Single Tall Show case-FD007

R1490.00

Fabric Banner Requirements (client retains fabric):

GF1	4960mm x 2480mm Backwall Banner	R5680,00	<input type="checkbox"/>
GF2	1960mm x 2480mm Backwall Banner	R2275,00	<input type="checkbox"/>

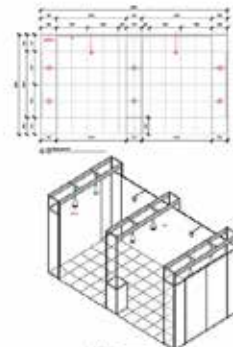
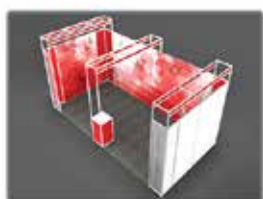
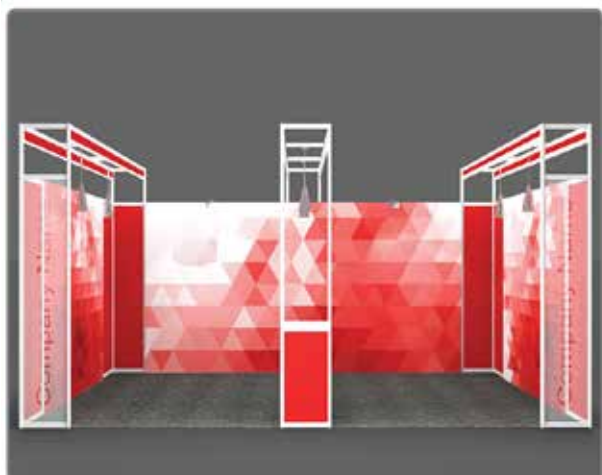
Select your carpet colour on form 8

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

6x3 CORNER STAND

R17 670.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting.

18sqm Design Package Stand D



Furniture package 1:

R1185.00 ex VAT
3 x FC1002
1x FT1002



Glass Top Cafe Table-FT1002 White Chelsea Chair-FC1002

Furniture package 2:

R1895.00 ex VAT
3 x FC1002
1x FT1002



Aluminium Cocktail Table-FT2001 Asteroid Barstool White-FB1001W



Smart Brochure Holder-FD002B

R545.00

Lockable Cupboard - CP905

R750.00

Glass Top Counter-FD005

R970.00

Single Tall Show case-FD007

R1490.00

Fabric Banner Requirements (client retains fabric):

GF1	4960mm x 2480mm Backwall Banner	R5680,00	<input type="checkbox"/>
GF2a	1960mm x 2480mm Backwall Banner	R2275,00	<input type="checkbox"/>
GF2b	1960mm x 2480mm Backwall Banner	R2275,00	<input type="checkbox"/>

Select your carpet colour on form 8

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

6x3 FRONT OPEN ONLY STAND

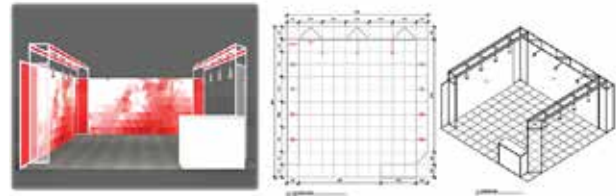
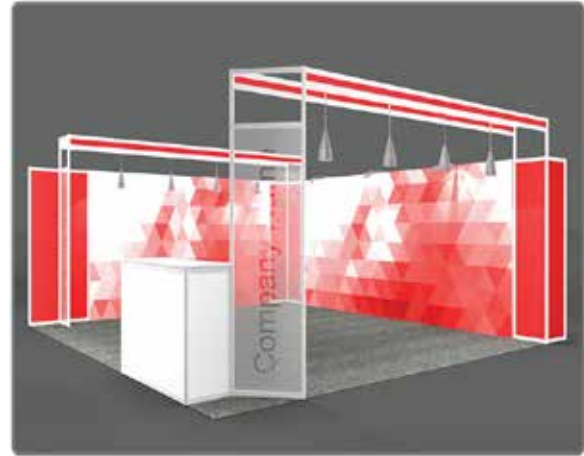
R18 805.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting..

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CUSTOM STAND DESIGN Continued (Please Tick Your Selection)		FORM 7B
COMPANY NAME	STAND NO	

36sqm Design Package Stand E



Furniture package 1:

R1185.00 ex VAT
3 x FC1002
1x FT1002



Furniture package 2:

R1895.00 ex VAT
3 x FC1002
1x FT1002



- Smart Brochure Holder-FD002B
R545.00
- Lockable Cupboard - CP905
R750.00
- Glass Top Counter-FD005
R970.00
- Single Tall Show case-FD007
R1490.00

Fabric Banner Requirements (client retains fabric):

GF1	1960mm x 2480mm Backwall Banner	R5680,00	<input type="checkbox"/>
GF2	3960mm x 2480mm Backwall Banner	R4545,00	<input type="checkbox"/>

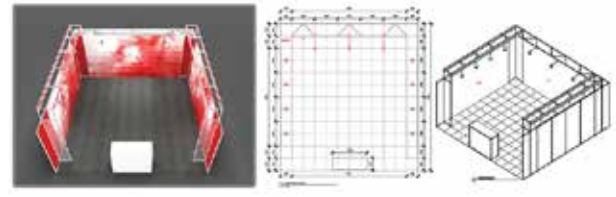
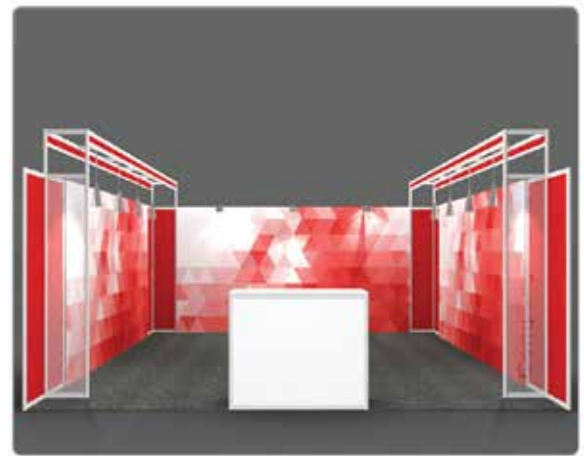
6x6 CORNER STAND

R25 750.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting.

Select your carpet colour on form 8

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

36sqm Design Package Stand F



Furniture package 1:

R1185.00 ex VAT
3 x FC1002
1x FT1002



Furniture package 2:

R1895.00 ex VAT
3 x FC1002
1x FT1002



- Smart Brochure Holder-FD002B
R545.00
- Lockable Cupboard - CP905
R750.00
- Glass Top Counter-FD005
R970.00
- Single Tall Show case-FD007
R1490.00

Fabric Banner Requirements (client retains fabric):

GF1	4960mm x 2480mm Backwall Banner	R5680,00	<input type="checkbox"/>
GF2a	3960mm x 2480mm Backwall Banner	R4545,00	<input type="checkbox"/>
GF2b	3960mm x 2480mm Backwall Banner	R4545,00	<input type="checkbox"/>

6x6 FRONT OPEN ONLY STAND

R27 815.00 ex. VAT - Excluding graphics, electrical DB board and furniture. Includes carpets and lighting.

Select your carpet colour on form 8

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

CARPETS **FORM 8**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
CONTACT		CELL NO.	

PLEASE NOTE: The venue is not carpeted.

If you have opted for an expo stand package, your carpets are included. Default colour is **Grey**. Should you require carpeting of a different colour, please complete the section below.

All carpet tiles are on hire and any loss or damage incurred will be charged to the exhibitor @ **R250.00** per tile excluding VAT.

PLEASE INDICATE YOUR COLOUR CHOICE	COLOUR		
	Raven Charcoal		
	Onyx Grey		
	Blue		
Red			
1st colour choice		2nd colour choice	

COST	STAND SIZE	TOTAL
R40,00 ex VAT per m ²		

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE NOTE: PAYMENT STRICTLY BEFORE DELIVERY. ANY ON SITE ORDERS WILL BE SUBJECT TO AVAILABILITY. NO ADDITIONAL CHARGE IF YOU HAVE ORDERED A STAND PACKAGE ON FORM 7A & 7B.



Raven Charcoal

001



Onyx Grey

002



Blue

003



Red

004

SPECIAL CARPET DESIGN

FLOORING **FORM 9**

DISCRIPTION	PRICE	COLOUR <small>(Applicable to Vinyl flooring only)</small>	SIZE OF STAND	TOTAL
Savannah Teak	R110.00 per sqm ex VAT			
Pearl Teak	R110.00 per sqm ex VAT			
Vinyl Flooring	R185.00 per sqm ex VAT	Colour:		
AstroTurf Rental Package	R115.00 per sqm ex VAT			
Delivery, set up and collection	R575.00 per stand			

If there is any damage to the flooring, exhibitors will be invoiced.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

SAVANNAH TEAK



PEARL TEAK



VINYL FLOORS

Available colours: blue, yellow, pink, gold, white, black, blue, green, grey, orange, etc.



ELECTRICAL**FORM 10**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
--------------	--	----------	--

PLEASE NOTE: The electricity supply is 220V 50Hz - Single phase

NO.	ITEM	PRICE	#	
DB BOARDS				
	30amp Single Phase DB (Includes 1 x Plug that is attached to the DB and can't be separated)	R1 610.00		
	30amp Three Phase DB (Includes 3 x Plug that are attached to the DB and can't be separated)	R2 395.00		
	60amp Three Phase DB	R4 860.00		
	125amp Three Phase DB	R9 800.00		
	Additional 16amp Plug Point (need a DB)	R290.00		
Any machine that needs to be connected to a DB without a 16AMP Plug needs a Connection Order below.				
	Single Phase Connection (up to 30amps)	R315.00		
	Three Phase Connection (up to 30amps)	R575.00		
	Three Phase Connection (up to 60-125amps)	R975.00		
	Light Fitting Connection Only	R250.00		
LIGHTING				
	50 Watt Long Arm Spot	R450.00		
	150 Watt Spot	R315.00		
	50 Watt Downlight	R370.00		
	500 Watt Halogen	R440.00		
	150 Watt Metal Halide	R1 265.00		
	1,2m Fluorescent	R335.00		
	1,5m Fluorescent	R370.00		
	Certificates of compliance	R1 720.00		
If you need your own DB board connected to the venue's power supply a quotation will be forwarded. Please specify your requirements below.				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Number of phases and Amp				

NB: NO EXHIBITOR CONNECTIONS TO DB, ONLY AN AUTHORISED VENUE ELECTRICIAN MAY DO SO.

Please order a connection in section "DB Boards"

No sub-contractor or exhibitors will be allowed to work on the Venue's electrical sources until proof of the required qualifications has been provided to and verified by the Safety Officer. Once authorised the electrician will need to issue an Electrical COC.

The Venue or Organiser shall not be liable to the exhibitor or to any third party in respect of any claim arising from or relating to the interruption of the supply of electricity to the Venue.

PLEASE NOTE: ANY LOST OR DAMAGED ELECTRICAL EQUIPMENT WILL BE CHARGED FOR

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

ELECTRICAL PLAN**FORM 11**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
ON SITE CONTACT		CELL NO.	

ELECTRICAL USAGE / CONSUMPTION

It is important that the electrical contractors appointed to the expo know which appliances will be utilised at the expo since they need to plan electrical distribution within the constraints of the venue. Kindly list the electrical equipment you will be using on your stand, plus the power they draw. Should information given not be correct, the Organisers reserve the right to insist on extra electricity being ordered if available or alternatively prohibit the use of extra items.

EQUIPMENT TO BE USED ON THE STAND	CLEAN LINE: OUT OF EARTH LEAKAGE	3-PHASE	KILOWATT RATING	OR	AMPERAGE
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			
	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO			

NB: The cost of distribution boards includes un-metered electricity charges

Please sketch a plan of your stand indicating the position of the plug included in the package and any additional electrical fittings. Measurements must be included and the aisle. Failure to return this form will result in the fittings being placed at the electrician's discretion.

OR tick the box for middle back **NB: NO EXHIBITOR CONNECTIONS TO DB, ONLY AN AUTHORISED VENUE ELECTRICIAN MAY DO SO.****Please order a connection in section "DB Boards"**

STORE ROOM, SPECIAL PANEL & LIGHTING TOWER OPTIONS**FORM 12**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

SPECIAL PANEL OPTIONS	QTY	PRICE EACH	TOTAL
16mm x 960mm x 2400mm White Chipboard Panel		R290.00	
960mm x 2400mm White Pegboard Panels (Pegs not included)		R400.00	
1000mm x 2500mm Shell Scheme Walling		R185.00	
500mm x 2500mm Shell Scheme Walling		R115.00	
1000mm x 2500mm Shell Scheme Frame		R160.00	
1000mm x 300mm Flat Shelf		R175.00	
Lockable Shell Scheme Door		R915.00	
Standard Fascia Name & Number		R190.00	
Fascia Structure (excluding Fascia Board)		R255.00	

PLEASE NOTE: A BACK WALL WILL NEED SUPPORT. THE ORGANISERS WILL ADVISE YOU SHOULD YOU ORDER THIS.

LIGHTING TOWER (excludes the cost of distribution board)		QTY	PRICE EACH	TOTAL
Option 1	1 x System to be built with 667mm x 2414mm panels		R725.00	
Option 2	1 x System to be built with 667mm x 2414mm panels 4 x SP12 150W Halogen Floodlight		R2 335.00	
Option 3	1 x System to be built with 667mm x 2414mm panels 4 x SP12 150W Halogen Floodlight 4 x 667mm x 2414mm Print & Mount Graphics		R5 520.00	

PLEASE NOTE: ANY LOST OR DAMAGED ITEMS WILL BE CHARGED FOR. ALL GRAPHICS NEED TO BE PROVIDED 7 DAYS BEFORE BUILD UP

SUBTOTAL	R
VAT (15%)	R

Please provide a drawing of the store room location on your stand in the block.

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EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
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FURNITURE HIRE**FORM 13**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

CODE	ITEM	DESCRIPTION	COST	QTY	TOTAL
BARSTOOLS					
FB1001W	Asteroid Bar Stool - White		R370.00		
FB1001B	Asteroid Bar Stool - Black		R370.00		
FB1003	Waterfall Bar Stool		R385.00		
CHAIRS					
FC1001	Vatina Chair - White		R235,00		
FC1002	Chelsea Chair - White		R165,00		
FC1005	Chelsea Chair - Brown		R165,00		
FC1003	Stella Chair - White		R145,00		
FC1004	Stella Chair - Black		R145,00		
FC1006	Zebrano Chair - Wood Grain		R165,00		
FC2002A	Komora Chair - White		R370,00		
C2002B	Komora Chair - Black		R370,00		
FC2003	Conference Chair		R145,00		
FO1001	Black Office Chair on Wheels		R385,00		
CAFÉ TABLES					
FT4003	Trestle Table		R235,00		
FT1001	Café Table - Beechwood		R585,00		
FT1002	Café Table - Glass Top on Chrome Legs		R585,00		
FT1003	Café Table - Aluminium		R585,00		
FT1004	Café Table - Square Top on Chrome Legs		R315,00		
FT1005	Café Table - Round Top on Chrome Legs		R315,00		
COCKTAIL TABLES					
FT2001	Cocktail Table - Aluminium		R625,00		
FT2002	Glass Pyramid Cocktail Table		R830,00		
COFFEE TABLES					
FT3001	Coffee Table - White		R415,00		
FT3002	Coffee Table - Black		R415,00		
FT3003	Coffee Table - Bent Glass		R900,00		
FT3004	Coffee Table - Dark Wood		R415,00		
FT4005	Coffee Table - Amber		R715,00		
FT4006	Side Table - Amber		R585,00		
PLINTHS					
FP903A	Custom Plinth - 500mm(W)x500mm(H)x500mm(D)		R260,00		
FP903B	Custom Plinth - 500mm(W)x500mm(H)x750mm(D)		R295,00		
FP903C	Custom Plinth - 500mm(W)x500mm(H)x1000mm(D)		R325,00		
FP904A	System Plinth - 500mm(W)x500mm(H)x500mm(D)		R235,00		
FP904B	System Plinth - 500mm(W)x500mm(H)x750mm(D)		R260,00		
FP904C	System Plinth - 500mm(W)x500mm(H)x1000mm(D)		R290,00		

PLEASE NOTE: The items listed below are the only available furniture, there might be pictures of unavailable items on the furniture brochure

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26 JULY 2019EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097FESPA AFRICA, SIGN AFRICA, AFRICA PRINT, AFRICA LED & MODERN MARKETING
EXHIBITOR MANUAL 2019 **31**

FURNITURE HIRE CONTINUED**FORM 13**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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CODE	ITEM	DESCRIPTION	COST	QTY	TOTAL
LOUNGE					
FL1001	Single Seater - Black		R970.00		
FL1002	Single Seater - White		R970.00		
FL1003W	Tub Chair - White		R715.00		
FL1003B	Tub Chair - Black		R715.00		
FL1004	Ottoman - Black - 500mm(W)x500mm(D)		R325.00		
FL1006	Double Seater - Black		R1 620.00		
FL1011	Double Seater - White		R1 620.00		
FL1010	Three seater - Black		R2 395.00		
SHOWCASES					
FD005	System Glass Top Counter		R970.00		
FD006	System Double Glass Showcase		R1 875.00		
FD007	System Single Tall Showcase		R1 490.00		
FD2001	Display Counter - 2000mm(W)x500mm(D) x900mm(H)		R970.00		
COUNTERS & CUPBOARDS					
	Custom Reception Counter		R1 620.00		
CP016	Step Down Counter		R715.00		
CP905	Lockable Cupboard		R750.00		
CP906	Curved System Counter		R830.00		
BROCHURE STANDS					
FD002B	Smart Brochure Holder		R545.00		
FB003B	ZigZag Brochure Holder - Black		R455.00		
FD003W	ZigZag Brochure Holder - White		R455.00		
OTHER					
FM001	Belt Track Stanchion - Black		R360.00		
FM002	System Podium		R1 100.00		
FM004	Small dustbin		R80.00		
FM007	Large dustbin		R120.00		
FM009S	Small Bar Fridge		R1 230.00		
FM009L	Large Fridge		R1 615.00		
FM011	Water Cooler + 20lt Water & 50 Disposable Cups		R1 230.00		
FM011A	20lt Water - Refill		R140.00		
	25 Disposable Cups		R90.00		
PS8001	System Shelving Unit - Free Standing		R880.00		

PLEASE NOTE: ANY LOST OR DAMAGED FURNITURE WILL BE CHARGED FOR.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

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Furniture

— Café Chairs



White Vatina Chair
FC1001



White Chelsea Chair
FC1002



Brown Chelsea Chair
FC1005

Furniture

— Barstools



Asteroid Barstool
FB1001W - White
FB1001B - Black



White Waterfall Barstool
FB1003



White Stella Chair
FC1003



Black Stella Chair
FC1004



Brown Zabrano Chair
FC1006



Black Single Seater
FL1001



White Single Seater
FL1002



Tub Chair
FL1003W - White
FL1003B - Black

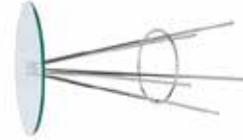
— Office Chairs



Black Office Chair on wheels
FO1002



Aluminium Cocktail Table
1100mm H 600mm Round
FT2001



Glass Pyramid Cocktail Table
1100mm H 600mm Round
FT2002

— Cocktail Tables



Black Double Couch
FL1006



White 2 Seater Couch
FL1011



Black 3 Seater
FL1010

— Lounging

— Lounging



Black Ottoman
500mm x 500mm
FL1004

Café Tables



Beechwood Café Table
675mm H 800mm Round
FT1001



Glass Top Café Table
on Chrome Legs
675mm H 800mm Round
FT1002



Square Top Café Table
on Chrome Legs
675mm H 900mm Square
FT1004



Round Top Café Table
on Chrome Legs
675mm H 900mm Round
FT1005



Aluminium Café table
675mm H 800mm Round
FT1003



Square Café Table
675mm H 900mm Square
FT1010

— Coffee Tables



Coffee Table White
500mm x 600mm x 900mm
FT3001



Black Coffee Table
500mm x 600mm x 900mm
FT3002



Black Side Table
500mm x 500mm x 900mm
FT3004



Amber Coffee Table
680mm x 350mm x 1320mm
FT4005



Bent Glass Coffee Table
340mm x 1100mm
FT3003



Amber Side Table
FT4006

Trestle Table



Trestle Table
FT4004

— Display Units



Smart Brochure Holder
140cm H
FD002B

— Showcases



Glass Top Counter
Square Pole Profile
540mm x 1000mm x 1400mm
FD004



Black Zigzag Brochure Holder
140cm H
FD003



Glass Top Counter
Round Pole Profile
540mm x 1000mm x 1400mm
FD005



Double Glass Showcase
Round Pole Profile
540mm x 2000mm x 1400mm
FD006



Single Tall Showcase
Round Profile
540mm x 2000mm
FD007



Square Profile
Single Tall Showcase
500mm x 2000mm
FD010

— Counters



Step down Counter
7500mm x 1200mm x 1000mm
CP016



1000mm x 500mm x 1000mm
Lockable Cupboard
CP905



Curved System Counter
1460mm x 1000mm
CP906

— Plinths / Freestanding Shelves



A



B



C

Width Height Depth
A) 500mm x 500mm x 500mm
B) 500mm x 500mm x 750mm
C) 500mm x 500mm x 1000mm

— Custom Wooden Plinth

FP903A
FP903B
FP903C



A



B



C

Width Height Depth
A) 500mm x 500mm x 500mm
B) 500mm x 500mm x 750mm
C) 500mm x 500mm x 1000mm

— System Plinth

FP904A
FP904B
FP904C



Free Standing Shelf Unit
PS8001

Furniture

Furniture

Miscellaneous

Shell Scheme Extras



Water Cooler + 20L Water
FM011

Stanchion



Belt Track - Black
FM001

Dustbins



Large Dustbin
FM007



Small Bar Fridge
FM009S



Large Fridge
FM009L



Flat Shelf
PS6002FL
Sloping Shelf
PS6002SL



Lockable Door
PS6003



Full Panel Pegboard + 20 Hooks
PS6005



Small Dustbin
FM004

RECOMMENDED SUPPLIERS**FORM 14**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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CUSTOM STAND DESIGNS			
ExpoGuys	Nadine Wewege	Tel: 011 433 3260	Email: Nadine@expoguys.co.za
Stand Out Exhibitions	Dylan Solomon	Tel: 011 568 1341 Mobile: 082 941 4242	Email: dylan@standoutexhibitions.co.za www.standoutexhibitions.co.za
FREIGHT FORWARDING & ON SITE HANDLING			
La Rouxnelle	Jerome	Tel: 011 315 1964 Mobile: 082 889 1659	Email: jerome@larouxnelle.co.za
LIGHTING & TRUSSING			
Pure Event Gear	Pierre Griffioen	Tel: 011 552 8352 Mobile: 083 226 9351	Email: pierre@pureeventgear.co.za
FIRE RETARDANCY			
Fabrx Dynamics	Gavin	Tel: 011 478 198 Mobile: +27 (0) 76 737 3489	Email: protex@brylon.co.za
Passive Protection SA;	Levi	Mobile: +27 (0) 61 005 8975	Email: levi@passiveprotectionsa.co.za

BARCODE SALES CONTACT SCANNER (OPTIONAL)**FORM 15**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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The Barcode Scanner enables you to capture the visitors details fast and efficiently without the need of the visitor constantly giving their information to each exhibitor. If your stand is extremely busy, this ensures you can get many visitors scanned fast before they move off.

At the end of the Expo, you will receive a list of all the contacts you made with the contact information they supplied whilst registering. With this information received quickly you can follow-up with each visitor immediately after the Expo.

DESCRIPTION	QTY	UNIT PRICE
Barcode scanner for 3 days @ the expo		R3 975.00 ex VAT

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

BARCODE SCANNER FIELDS We can programme up to five different fields or categories you would like each name scanned as, for e.g. Quote, send brochure, call to make an appointment, etc. When capturing the visitor info, you will first scan the visitor barcode and then the relevant barcode from your custom fields.	1.
	2.
	3.
	4.
	5.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE OPERATING THE SCANNER:

1. Scanners need to be collected at the main registration area before the expo starts and must be returned half an hour before the end of the expo day.
2. When scanning, first scan the visitors badge and then the relevant fields (should you have any).
3. The scanner will 'beep' and flash a green light when the barcode has registered, should this not happen, please try again and failing this please bring the scanner back to the main registration area to be downloaded as it might be full.
4. DO NOT scan any barcodes other than those on the expo badges, you will jam the scanner and loose your scans.
5. DO NOT push the small reset button on the scanner, you will loose all your data.
6. Please ensure that you do regular downloads every 2-3 hours during the day at the main registration area.

PLEASE NOTE: LOST SCANNERS R3975.00 REPLACEMENT FEE

EXPOSCREENS (Optional for shell scheme packages with fascia panels only)

FORM 16

PLEASE PRINT DETAILS BELOW

COMPANY NAME	STAND NO
---------------------	-----------------

QTY	OPENING(S) OF STAND	COST (EXCL VAT)	TOTAL
	2 or 3 metre width	R1 125.00	
	4 metres width	R1 495.00	
	5 metres width	R1 870.00	

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE NOTE: ANY LOST OR DAMAGED ITEMS WILL BE CHARGED FOR

EXPO SCREENS

EXPO PROTECTION

PROTECT YOUR STAND OUTSIDE EXHIBITION HOURS





Easy and quick, lock up and go
User-friendly patent lock
Professional backup service on site





OPTIONAL
Intruder
Alarm

NEW
patented
quick-lock
system

- Peace of mind
- Protect your stand from unwanted visitors after hours
- Quick and easy - takes less than one minute
- Just insert key and turn to lock
- Hassle free - no fiddly fittings or padlocks
- Demand the best system available
- the patented quick-lock system

DRAYAGE + FORK LIFT**FORM 17**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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Please be advised that La Rouxelle have been appointed as the Official On-Site Handling agent and freight forwarder for the Gallagher Convention Centre.

Services that will be provided on-site:

- Free porters with trollies to assist exhibitors on Build-up and Break down.
- A forklift up to a max of 5 ton will be available on-site. Forklift extensions will be available.
- Controlling the Loading Bay's to ensure that each and every exhibitor gets the same opportunity to enter the loading bay to off load and reload his or her exhibits.
- Traffic control.
- Once your vehicle has been off loaded, it **MUST** be removed to the Parking area allocated by the Expo organisers. Under no circumstance, would you be allowed to park in the loading bay.
- Heavy equipment that needs special equipment or handling to get the item onto your stand will be quoted for separately.
- No off loading of containers, **this is to be quoted on by Larouxelle.**
- All machinery that cannot be moved down aisles (3m wide) on its own wheels must be placed Saturday 7 September and Sunday 8 September 2019

**ONLY
SAFE LIFTS
WILL BE
DONE**

DRAYAGE

PLEASE NOTE: IT ESSENTIAL THAT ALL BIG EQUIPMENT TO BE DELIVERED BY THE SUNDAY 8 SEPTEMBER 2019. PLEASE CONFIRM YOUR DELIVERY TIME WITH THE ORGANISER.

DESCRIPTION OF FREIGHT / EXHIBITS

NO OF PIECES	DESCRIPTION OF GOODS	HEIGHT x WIDTH x DEPTH	WEIGHT	FORKLIFT FOR BUILD-UP	FORKLIFT FOR BREAK DOWN	CRATED Y/N

DELIVERY DATE:		DELIVERY TIME:		COLLECTION DATE:		COLLECTION TIME:	
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ADDITIONAL ON-SITE REQUIREMENTS - Please tick appropriate box.

PLEASE NOTE that all charges will be quoted on an adhoc basis and charged directly to each exhibitor

<input type="checkbox"/>	Labour	<input type="checkbox"/>	Cranage	<input type="checkbox"/>	Local transport	<input type="checkbox"/>	International freight forwarding
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Standard Trading Conditions

All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Gallagher Convention Centre.

DESCRIPTION	COST	QTY	SUB-TOTAL
Forklift for build-up 5 ton	R1 500.00		
Forklift for break-down 5 ton	R1 500.00		
Forklift extensions required <input type="checkbox"/> YES <input type="checkbox"/> NO What length do you need?			

SPECIAL FORKLIFT REQUIREMENT (TO BE QUOTED ON)

Size of forklift required	
---------------------------	--

Larouxelle is the sole contractors to get equipment from the load bay to the stand. This is due to the floor loading. Riggers will only be permitted to off load into the load bay, no riggers will be allowed into the halls.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE NOTE: Only safe lifts will be done, equipment that requires a crane to lift it will NOT be moved with the forklift.

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STAND CATERING**FORM 18**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	PRICE	DAY 1	DAY 2	DAY 3	TOTAL
		QTY + TIME	QTY + TIME	QTY + TIME	
STAFF MEAL VOUCHERS (Expo days only)	You can order meal vouchers that can be used at the Nala Cafe Level -1 at the Gallagher Convention Centre for your staff. You can return any that are not used to the organiser office.				
Sandwich and Drink (water, coldrink or coffee)	R85.00				
Wrap/Salad and Drink (water, coldrink or coffee)	R105.00				
Hot Meal and Drink (water, coldrink or coffee)	R135.00				
PLATTERS serves between 8 & 10 PAX, All meals suitable for Halaal					
PLATTER 1 - Hot Breakfast platter					
Assorted hot wraps filled with scrambled egg & grated cheese, grilled pastrami and mushroom, beef sausage, cheese & chutney	R550.00				
PLATTER 2 - Morning Pastry platter					
A selection of homemade breakfast pastries and muffins served with butter and jam	R530.00				
PLATTER 3 - Sweet Platter					
Assorted flavoured homemade doughnuts dipped in a variety of toppings	R550.00				
PLATTER 4 - Sweet Platter					
A variety of cocktail size pastries (Eclairs, baked cheesecake, chocolate brownies and fruit tartlets, cake pops)	R530.00				
PLATTER 5 - Fresh Fruit Platter					
An assortment of fresh seasonal fruit skewers & fruit slices	R520.00				
PLATTER 6 - The Shot Glass Fruit Platter					
Served with fruit yoghurt, plain yoghurt & compote	R520.00				
PLATTER 7 - Farmhouse Cheese Platter					
Assorted cheeses, cream cheese with herbs Served with fresh rolls, cheese biscuits, chutney and pickles	R635.00				
PLATTER 8 - Dry Snack Platter					
Biltong & mixed nuts, pretzels, crisps, Tortilla shards served with a tomato salsa	R560.00				
PLATTER 9 - Seasonal Vegetarian Crudite Platter					
Grissini sticks & pita bread served with tomato chutney & creamy blue cheese dip	R285.00				
PLATTER 10 - Smoked Salmon, Snoek & Tuna Platter					
Fresh slices of rye bread topped with cream cheese and salmon, Smoked salmon with smashed avocado, Snoek pate and Artisanal tuna roll	R635.00				
PLATTER 11 - Deluxe Open Sandwich Platter					
(Served on Rye & Health bread, French Baguettes and Ciabatta). Egg, chive and mayonnaise. Beef pastrami. Cold meats & provolone. Thinly sliced chicken and olive. Cheese and tomato.	R520.00				
PLATTER 12 - Assorted Sandwich Platter					
Assorted country cold cuts with cheese & tomato, chicken mayonnaise, beef pastrami with gherkin & mustard, cheese & tomato served with crudités & chips	R490.00				
PLATTER 13 - Artisanal Cocktail Rolls & Croissants Platter					
A selection of healthy and nutritious fillings served with crisps & mixed pickles	R550.00				
PLATTER 14 - Toasted Tramezzini Platter					
Filled with chicken mayo, Cheese & tomato, Beef pastrami, Cheese & mustard	R490.00				

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EXHIBITOR MANUAL 2019 **41**

STAND CATERING**FORM 18**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	PRICE	DAY 1	DAY 2	DAY 3	TOTAL
		QTY + TIME	QTY + TIME	QTY + TIME	
PLATTERS serves between 8 & 10 PAX					
PLATTER 15 - Oriental Platter					
A selection of chicken, beef & vegetable samoosas, spring rolls & variety of rissoles served with a peanut & sweet chilli dunker	R505.00				
PLATTER 16 - Vegetarian Platter					
Spanakopita, vegetable kebabs, crumbed mushrooms, butternut, broccoli and cheese quiche, roast tomato & cheese tartlet, crushed corn croquettes and mini vegetable pizza	R505.00				
PLATTER 17 - Hot Baked Pastry Platter					
A selection of freshly baked savoury pastries (spinach and feta sausage rolls, assorted mini pies, mini pizza bites, cocktail size quiches and cheese griller)	R505.00				
PLATTER 18 - Cyprus Pita Platter					
Soft pita breads bursting with succulent beef and chicken strips, salsa, tzatziki and humus	R505.00				
PLATTER 19 - Hot Wrap Platter					
Malay chicken strips, Chipotle beef & pepper, vegetarian to be requested. Served with sweet chilli dipping sauce	R510.00				
PLATTER 20 - Slider Platter					
A combination of sliders & mini prego rolls served with BBQ sauce	R505.00				
PLATTER 21 - BBQ Chicken Platter					
Marinated chicken drumsticks & wings, honey mustard chicken kebabs, served with sweet chilli mayonnaise	R550.00				
PLATTER 22 - Speciality Meat Platter					
Savoury mince vetkoek, beef koftas, BBQ beef skewers, smoked BBQ chicken winglets, chicken sosaties, mini beef sausages, served with a mango chutney	R550.00				
SELF SERVICE URN TEA AND COFFEE STATION PER DAY					
100 x Nescafe Coffee Sachets 50 x Five Roses tea Bags 10 x Rooibos Tea Bags 300 x Mixed Sugar Sachets 2 x 4 Litre Milk 160 x Coffee to go Cups 110 x Plastic Spoons	R1555.00				
PRICE FOR REPLENISHMENT					
Coffee Per Sachet	R6.00				
Tea Bags each or Rooibos Tea Bags each	R2.50				
Sugar Sachets per 100	R25.00				
Milk per 4 liters	R115.00				
Coffee Cups each	R3.50				
Spoons each	R0.50				
STAFF HIRING (HOURLY RATES)					
Cleaner	R 85,00				
Waiter / Barmen	R 95,00				
PLEASE NOTE: All staff will be dressed in black trousers and white collared shirts. Staff hiring at a minimum of 5 hours	SUBTOTAL				R
	VAT (15%)				R
	(CARRIED FORWARD TO FORM 1) TOTAL				R

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STAND CATERING continued**FORM 18**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	UNIT PRICE	DAY 1	DAY 2	DAY 3	TOTAL
		QTY + TIME	QTY + TIME	QTY + TIME	
BEVERAGES					
Coke (24 x 300ml)	R 450,00				
Coke Light (24 x 300ml)	R 430,00				
Coke Zero (24 x 300ml)	R 430,00				
Cream Soda (24 x 300ml)	R 450,00				
Fanta Grape (24 x 300ml)	R 450,00				
Fanta Orange (24 x 300ml)	R 450,00				
Sprite (24 x 300ml)	R 450,00				
Sprite Zero (24 x 340ml)	R 430,00				
Tab (24 x 300ml)	R 430,00				
Ice Tea (24 x 300ml)	R 545,00				
Snack-A-Juice Orange (24 x 350ml)	R 460,00				
Snack-A-Juice fruit Cocktail (24 x 350ml)	R 460,00				
Tisers Ceres Apple (24 x 250ml)	R 480,00				
Tisers Ceres Red Grape (24 x 250ml)	R 480,00				
Coke (24 x 200ml)	R 410,00				
Dry Lemon (24 x 200ml)	R 410,00				
Ginger Ale (24 x 200ml)	R 410,00				
Lemonade (24 x 200ml)	R 410,00				
Soda Water (24 x 200ml)	R 410,00				
Tonic Water (24 x 200ml)	R 410,00				
Still mineral water (24 x 500ml)	R 335,00				
Sparkling mineral water (24 x 500ml)	R 335,00				
Water Cooler (Includes 1 x refill)	R 800,00				
Water Cooler Refill (20L)	R 155,00				
KWV Cabernet Sauvignon	R 185,00				
KWV Sauvignon Blanc	R 160,00				
Darling Cellars Sweer White	R 115,00				
Castle (24 x 340ml)	R 545,00				
Castle Lite (24 x 340ml)	R 550,00				
Black Label (24 x 340ml)	R 550,00				
Hansa (24 x 340ml)	R 545,00				
Amstel (24 x 340ml)	R 610,00				
Amstel Lite (24 x 340ml)	R 610,00				
Miller (24 x 340ml)	R 575,00				
Windhoek Lager (24 x 340ml)	R 580,00				
Windhoek Lite (24 x 340ml)	R 580,00				

PLEASE NOTE: ANY BREAKAGE OF GLASSES OR CROCKERY WILL BE CHARGED FORPLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
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STAND CATERING continued**FORM 18**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	UNIT PRICE	DAY 1	DAY 2	DAY 3	TOTAL
		QTY + TIME	QTY + TIME	QTY + TIME	
BEVERAGES					
Heineken (24 x 340ml)	R 710,00				
Savannah Dry (24 x 340ml)	R 740,00				
Savannah Light (24 x 340ml)	R 740,00				
Brutal Fruit (24 x 340ml)	R 650,00				
Hunters Dry (24 x 340ml)	R 660,00				
Gordons Gin (1 x 750ml)	R 380,00				
Bells Whisky (1 x 750ml)	R 545,00				
Johnny Walker Red (1 x 750ml)	R 585,00				
J & B Whisky (1 x 750ml)	R 505,00				
Jack Daniels (1 x 750ml)	R 705,00				
Smirnoff Vodka (1 x 750ml)	R 330,00				
Sky Vodka (1 x 750ml)	R 600,00				
Klipdrift Brandy (1 x 750ml)	R 350,00				
Richelieu Brandy (1 x 750ml)	R 385,00				
KWV 10 Year (1 x 750ml)	R 600,00				
Spiced Gold (1 x 750ml)	R 390,00				
Captain Morgan Rum (1 x 750ml)	R 430,00				
Jameson (1 x 750ml)	R 780,00				

PLEASE NOTE: ANY BREAKAGE OF GLASSES OR CROCKERY WILL BE CHARGED FOR

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

THE RULES AND REGULATIONS

- Please note that no food or beverage may be brought onto the estate due to contractual arrangements.
- If possible, please arrange for bulk beverage orders to be delivered to your stand on the last day of build up in order to alleviate late deliveries to the stand on the morning of the show.
- The exhibitor or a representative must be on the stand to accept delivery.
- Gallagher Convention Centre does not supply fridges for the beverages. All beverages are supplied ex bulk store and are not cold. Gallagher Convention Centre will supply ice and an ice bucket.
- A bottle opener and glasses will be provided by Gallagher Convention Centre if applicable to your order.
- Where snack platters are ordered, Gallagher Convention Centre will supply side plates and serviettes.
- Confirmed orders for stand catering may be cancelled, or quantities reduced, provided 72 hours notice is given.
- Please indicate delivery time for order, allowing a 30 minute variance.
- 48 Hour notice is required for all orders of food platters.
- Waitrons and barmen are available for a minimum of 5 hours.
- Gallagher Convention Centre does not accept returns of any beverage at the end of the show.
- All stand catering is to be prepaid before anything will be delivered to your stand.
- Cash or credit card are the preferred payment methods.
- Late orders must be prepaid before orders will be accepted.

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STAND CATERING continued**FORM 18**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	UNIT PRICE	DAY 1	DAY 2	DAY 3	TOTAL
		QTY + TIME	QTY + TIME	QTY + TIME	
KEG PRICE LIST					
Amstel (30L)	R 1 700,00				
Black Label (50L)	R 3 400,00				
Castle (50L)	R 2 900,00				
Castle Light (50L)	R 3 400,00				
Heineken (30L)	R 2 100,00				
PERONI (30L)	R 2 900,00				
Windhoek (50L)	R 2 900,00				
Jack Black (30L)	R 2 200,00				
Setup Fee	R 325,00				
Deposit if not returned empty	R 415,00				
Staff cost (5 hours per day) This is the minimum requirement if you order a keg/s.	R 1 425,00				
Staff cost (9 hours per day from 8am - 5pm)	R 2 675,00				

PLEASE NOTE: we need 2-3 weeks in advance to order as stock is sometimes limited

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

THE RULES AND REGULATIONS

- All exclusive of VAT
- Setup fee is R325.00 exclusive of VAT (inclusive of the equipment and gas)
- Glassware is included in the above
- Please note there is a deposit to be paid per Keg if not returned empty of R415.00 ex vat
- All sealed kegs may be returned full.
- A minimum of 5 hours per day is required for the keg for the staff R1425. Please confirm the time the staff must start each expo day. The staff cost on the above is R2675,00 exclusive of VAT for the duration based on 9 hours per expo day from 8am to 5pm.

STAND CLEANING**FORM 19**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
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PLEASE NOTE: All aisles will be cleaned on the evening prior to the opening of the exhibition.

If you require cleaning for the duration of the expo, please complete this form. Stands will then be cleaned before opening on each day of the expo.

- Please make sure that you tidy your stand every night and put any debris into the aisles before leaving at night.
- Exhibitors must ensure that the cleaners have access to ALL areas where cleaning is required.
- **CLEANING:** This includes the vacuuming of carpets, cleaning of dustbins etc on the stand.

DESCRIPTION	COST PER M ² FOR 3 DAYS	SIZE OF STAND M ²	TOTAL
Stand cleaning: Removal of waste, surface dust and vacuum for the 3 expo days.	R20.00 per m ²		

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

**PLEASE INDICATE HOW MANY DUSTBINS YOU WOULD LIKE TO HAVE ON YOUR STAND
(LARGE AND SMALL DUSTBINS ARE FREE OF CHARGE)**

Number of dustbins - large (free of charge)	<input type="text"/>	Number of dustbins - small (free of charge)	<input type="text"/>
--	----------------------	--	----------------------

PLEASE NOTE: ANY LOST OR DAMAGED DUSTBINS WILL BE CHARGED FOR

Do you have wooden floors that need to be cleaned with a mop?	<input type="text"/>
--	----------------------

DO YOU HAVE ANY SPECIAL CLEANING INSTRUCTIONS?

STAND SECURITY**FORM 20**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

- The Expo organisers will provide general security on the 7 September until breakdown on 14 September.
- If you require additional on stand security during this period, please complete this form.
- If you are not breaking down your stand on Friday the 13 September, please order a security guard to watch your goods
- The organisers will not be held responsible for any loss or theft.
- We strongly urge you to order a security guard for your stand if you have valuable equipment.

PLEASE TICK ON WHICH DAYS YOU REQUIRE STAND SECURITY

DAY SHIFT: 06H00 - 18H00 (12 hours)															
<input type="checkbox"/>	7 Sept 2019	<input type="checkbox"/>	8 Sept 2019	<input type="checkbox"/>	9 Sept 2019	<input type="checkbox"/>	10 Sept 2019	<input type="checkbox"/>	11 Sept 2019	<input type="checkbox"/>	12 Sept 2019	<input type="checkbox"/>	13 Sept 2019	<input type="checkbox"/>	14 Sept 2019
NIGHT SHIFT: 18H00 - 09H00 (15 hours)															
<input type="checkbox"/>	7 Sept 2019	<input type="checkbox"/>	8 Sept 2019	<input type="checkbox"/>	9 Sept 2019	<input type="checkbox"/>	10 Sept 2019	<input type="checkbox"/>	11 Sept 2019	<input type="checkbox"/>	12 Sept 2019	<input type="checkbox"/>	13 Sept 2019	<input type="checkbox"/>	

TOTAL DAYS / NIGHTS	COST	TOTAL
Required day shifts (12 hours)	R650.00	R
Required night shifts (15 hours)	R735.00	R

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
26 JULY 2019EMAIL CHARNIA@PRACTICALPUBLISHING.CO.ZA
EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

COMPRESSED AIR**FORM 21**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

Please complete the following form should you require compressed air at FESPA Africa Johannesburg. (Please tick)

<input type="checkbox"/>	Plumbing to stand only (use own compressor) NB: ONLY SILENT ROTARY VEIN COMPRESSORS PERMITTED ON YOUR STAND
<input type="checkbox"/>	Plumbing to stand with Compressor Provided and/or
<input type="checkbox"/>	Dry Filtered Air

We require pressure and volume of air needed:

PRESSURE	PSI	
	or BAR	
AIR VOLUME	CFM	
	or CUBIC METRE PER MINUTE	
NUMBER OF OUTLETS ON STAND		

OUTLET DIAGRAM ON STAND

THE COMPRESSED AIR SERVICE IS A SHARED COST BETWEEN ALL THE EXHIBITORS THAT USE IT. A QUOTE WILL BE FORWARDED TO YOU.

Please ensure you can connect your air pipe to:

- Half inch male/female fitting.
- 3/4 inch male/female fitting.

BANNER HANGING**FORM 22**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

- Banners are to be supplied by the exhibitors. The **banners are to be delivered to Jerome from Larouxnelle at Gallagher, by 13h00 on Friday, 6 September 2019**. Banners to be collected by **12h00** on Saturday 14 September 2019.
- Banners will only be suspended from a hook over or close to the exhibitors stand, under no circumstances will banners be placed anywhere else or over other exhibitors stands. There is limited availability. The maximum weight of the banner must not exceed 40kg.
- **Banners must have eyelets.** The cost for hanging includes two points attached to the ceiling per banner.
- Fabric banners will require a Fire Retardant Certificate, see Form 2A.
- Repositioning of banners will be charged for.
- For any banner that has a frame, either aluminium or steel, you will need to supply a drawing for approval.
- Contact organisers or refer to PAGE 59 for NO HANGING ZONES ON HANGING TRUSS + BANNERS

PLEASE NOTE: The organisers are not responsible for any loss or damage to your banner(s).

DESCRIPTION	COST FOR HANGING	QTY	SUB-TOTAL
Per Banner (no moter or trussing)	R1725.00 per banner		
If the banner is wider than 1 metre, add an additional R595.00 per metre in width			
*NOTE - Price quoted is for a standard PVC/material banner with two hanging points.			
Structural dead hang point (no motor or trussing)	R2450.00		

CONTACT ORGANISERS OR REFER TO PAGE 59 FOR NO HANGING ZONES ON HANGING TRUSS + BANNERS

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

BANNER 1: DESCRIPTION

MATERIAL USED		SIZED (w x h)	
APPROX. WEIGHT		NO. OF HANGING POINTS	
Please ensure banner is finished, ready to hang.			

BANNER 2: DESCRIPTION

MATERIAL USED		SIZED (w x h)	
APPROX. WEIGHT		NO. OF HANGING POINTS	
Please ensure banner is finished, ready to hang.			

BANNER 3: DESCRIPTION

MATERIAL USED		SIZED (w x h)	
APPROX. WEIGHT		NO. OF HANGING POINTS	
Please ensure banner is finished, ready to hang.			

HEAVY MACHINERY**FORM 23**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

Heavy equipment that needs special equipment or handling to get the item onto your stand will be quoted for separately. **The floor loading in the hall is 750kg/sqm. Exhibitors must therefore indicate on this form whether they will have machinery heavier than 750kg/m².**

PLEASE MAKE COPIES OF THIS PAGE SHOULD YOU NEED MORE ENTRIES

MACHINE MODEL			
FUNCTION OF MACHINE			
MACHINE DIMENSIONS (width x length x height)		CRATE DIMENSIONS	
WEIGHT CRATED		WEIGHT OF MACHINE UN-CRATED	
NO. OF FEET		SIZE OF FEET	
MEANS OF UN/LOADING		DIMENSION + POSITION OF FEET (Sketch below)	

Please include the location of the machine on the floor plan.
Download floor plan @ www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEDExpo.com or www.ModernMarketingExpo.co.za

MACHINE MODEL			
FUNCTION OF MACHINE			
MACHINE DIMENSIONS (width x length x height)		CRATE DIMENSIONS	
WEIGHT CRATED		WEIGHT OF MACHINE UN-CRATED	
NO. OF FEET		SIZE OF FEET	
MEANS OF UN/LOADING		DIMENSION + POSITION OF FEET (Sketch below)	

Please include the location of the machine on the floor plan.
Download floor plan @ www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEDExpo.com or www.ModernMarketingExpo.co.za

MACHINE MODEL			
FUNCTION OF MACHINE			
MACHINE DIMENSIONS (width x length x height)		CRATE DIMENSIONS	
WEIGHT CRATED		WEIGHT OF MACHINE UN-CRATED	
NO. OF FEET		SIZE OF FEET	
MEANS OF UN/LOADING		DIMENSION + POSITION OF FEET (Sketch below)	

Please include the location of the machine on the floor plan.
Download floor plan @ www.FESPAAfrica.com, www.SignAfricaExpo.com, www.AfricaPrintExpo.com, www.AfricaLEDExpo.com or www.ModernMarketingExpo.co.za

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AUDIO VISUAL EQUIPMENT**FORM 24**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
ON SITE CONTACT		CELL NO.	

AUDIO VISUAL

DESCRIPTION	COST FOR 3 DAYS	QTY	TOTAL
SCREENS			
Screen Hire - 30 - 32" Screen	R1 875.00		
Screen Hire - 40 - 42" Screen	R2 910.00		
Screen Hire - 50 - 62" Screen	R3 620.00		
PLEASE INDICATE INSTALLATION REQUIREMENTS BELOW			
Wall Mount Tv Bracket	R325.00		
Tv Stand with Cover - Black Sock	R450.00		
ACCESSORIES			
DVD Player	R410.00		
HDMI Cable - 3m	R150.00		
If you have ordered a DVD do you require a HDMI – connection that is compatible with the DVD/laptop? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Will you be using your own laptop to connect to any AV equipment ordered? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> PC <input type="checkbox"/> MAC			

* **PLEASE NOTE: If you would like a wall mounted installation, you must order chipboard panel**

Chipboard panel (can only fit in shell scheme on Form 7 or standard Octanorm walling on Form 12)

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

**PLEASE NOTE: ANY LOST OR DAMAGED
ITEMS WILL BE CHARGED FOR**PLEASE ONLY RETURN RELEVANT FORMS TO PRACTICAL PUBLISHING BY THE
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EMAIL DYELAN@PRACTICALPUBLISHING.CO.ZA
FAX 086 565 8177 | 011 450 1097

ANY VEHICLE / MOTORBIKE ON STAND**FORM 26**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

ANY VEHICLE / MOTORBIKE DISPLAY

Arrangements for the display of motor vehicles should be made with the organisers prior to the event by completing this form. Permission will be confirmed once we have received this form.

SPECIAL CONDITIONS APPLY	GCC Requirements for any vehicles brought on site; <ul style="list-style-type: none"> - Vehicle must be in hall on Tuesday the 10 September 2019 by the latest 10am, before the aisle carpeting is placed. - The client must provide a drip tray that is to be placed under the vehicle. - The vehicle must have a no more than a quarter tank of fuel whilst in the venue. - The battery to the vehicle must be disconnected. - The key to the vehicle must be accessible in the event of an emergency to enable GCC to move the vehicle if required. - Whilst the vehicle is on display a 9kg fire extinguisher must be present, full, sealed and serviced. The client must supply this. - The owner or person responsible for the vehicle will complete an indemnity form to be supplied by the GCC safety officer. - No vehicles are to be washed once inside the venue. - No vehicles will be permitted to drive on GCC carpet without prior permission in writing from GCC management.
	TOTAL QTY of vehicles on stand

Model or make of vehicle	
Dimensions (width x length)	
Expected arrival time of vehicle(s) on the 10 September 2019	
Weight of vehicle	

Model or make of vehicle	
Dimensions (width x length)	
Expected arrival time of vehicle(s) on the 10 September 2019	
Weight of vehicle	

Model or make of vehicle	
Dimensions (width x length)	
Expected arrival time of vehicle(s) on the 10 September 2019	
Weight of vehicle	

Indicate vehicle positioning on your stand, as this has to be indicated on our main floor plan for the Fire Department.

PLANT HIRE**FORM 27**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

CODE	DESCRIPTION	POT COLOUR OPTIONS (please circle choice)	QTY	PRICE	TOTAL
a	Stainless Steel Pot Surcharge			R115.00	
b	Table Top arrangement - Pot with Colour			R240.00	
c	Plantscaping with Colour - Per square metre			R855.00	
d	White Pebbles - Per square metre			R260.00	
e	Bark Chips - Per square metre			R260.00	
P001	Beaded Aloe in décor cone (apprx 1.2m high)			R380.00	
P002	Large Plant in Pot 1.8m	charcoal / terracotta / stone / white / black		R345.00	
P003	Orchid in Mars Vars			R470.00	
P004	Small Plant in Pot (approx. 1m high)	charcoal / terracotta / stone / white / black		R295.00	
P005	Orchid (1 stem) in Décor Pot	white / black		R470.00	
P006	Standard / Lollipop Tree in Pot (approx. 1.5m)	charcoal / terracotta / stone / white / black		R395.00	
P007	Orchid (1 stem) in glass vase (15cm)			R395.00	
P008	Table Top 30cm with Greenery			R220.00	
P009	Table Top Arrangement - 30cm Width with Cactus	black / white		R220.00	
P010	Bonsai - Large (approx 1m)	black / white		R395.00	
P011	750mm Trough with Greenery	charcoal		R270.00	
P012	750mm Trough with Greenery and Colour	charcoal		R300.00	
P013	750mm Trough with Colour	charcoal		R355.00	
P014	Plantscaping - Per square metre (half sqm increments)			R695.00	
P015	Orchid (1 stem) in small white pot			R370.00	
P016	Beaded Baobab Table Top (approx 40cm)			R220.00	
P017	Cone Décor Pot with Bamboo Canes	black / brown / white		R345.00	
P018	Cactus in small glass vase (apprx 15cm x 15cm)	glass		R220.00	
P019	Cone Décor Pot with plant	black / brown / white		R345.00	
P020	Table Top 30cm pot with Bonsai - Small	black / white		R270.00	

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

PLEASE NOTE: Plants will be delivered directly to your stand on 11 September 2019.**PLEASE NOTE: ANY LOST OR DAMAGED ITEMS WILL BE CHARGED FOR**



P001
Beaded Aloe in
Decore Cone



P002
Large Plane in pot 1.8m



P003
Orchid in Mars Vars



P004
Small Plant in pot 1m



P005
Decor Pot With Orchid



P006
Standard Lollipop Tree



P007
Orchid in glass vase 15cm



P008
Table top 30cm with greenery



P009
Table top Cactus 30cm



P0010
Bonsai Approx 1m



P0011
Trough with greenery 750mm



P0012
Trough with Colour & Greenery 750mm



P0013
Trough with colour 750mm



P0014
Plantscaping per Sqmeter



P0015
Orchid in white pot



P0016
Beaded Bamboo



P0017
Cane With Bamboo cones



P0018
Cactus in Vase 15cm



P0019
Plant in Cone



P0020
Bonsai table top 30cm

NETWORKING + FIBRE LINK**FORM 28**

PLEASE PRINT DETAILS BELOW

COMPANY NAME		STAND NO	
---------------------	--	-----------------	--

DESCRIPTION	PRICE	QTY	TOTAL
Network Point	R520.00		
10mbps Fibre link point to point connection (Uncapped)	R3 625.00		

Please Note: This will be installed on the first day of build up.

SUBTOTAL	R
VAT (15%)	R
TOTAL DUE	R

IMPORTANT INFORMATION

The 10mb line service is provided with an access point to be installed for WI-FI accessibility. Please advise if you require cable connections for certain devices depending on your technical needs. This equipment once installed then becomes the responsibility of the stand owner whom orders the service. Should this equipment not be returned to a Gallagher / ConnectIT representative - the replacement cost will be billed accordingly. Please contact Graeme Peters, from ConnectIT the IT manager on property,(C) 0823300652, should you require onsite IT assistance or to return goods hired. Alternatively you may contact your onsite services desk at the show to assist you and they will call Gallagher Management Any special information pertaining to your stand and the installation must be communicated to the Exhibition Manager at Gallagher. Should you require additional bandwidth please discuss with your expo organiser for more WI-FI package options.

Internet vouchures can be purchased directly from the Gallagher reception or restaurant at a price of R120,00 for 1gig of data.

STAND RULES

NON-SHELL SCHEME STAND RULES

ALL STAND PLANS MUST BE INSPECTED BY THE ORGANISER, SAFETY OFFICER OR WHERE NECESSARY LOCAL AUTHORITIES BEFORE BUILD-UP.

1. PLANS: Fully dimensional drawings showing materials used for construction, details of all interior stand fittings and position/dimensions of machinery exhibits must be submitted for inspection. PLANS TO BE SUBMITTED BEFORE ORDER IS CONFIRMED WITH STAND BUILDER.
2. A Structural Certificate must be completed once the structure is built at build up. You can appoint your own structural engineer or book this through the organisers in the exhibitor manual.
3. The exhibitor and his contractor must conform to local legislations (Google online: Safety At Sports And Recreational Events Act, 2010 (Act No.2 of 2010), the Rules & Regulations of the venue and the organising company (see the back of the exhibitor manual).
4. Exhibitors are at liberty to employ a stand contractor of their choice to carry out the construction and erection of their stand. All exhibitors and stand contractors must understand and return a signed copy of this Stand Rules form and form 2B.
5. Exhibitors, their Agents or Contractors should satisfy themselves on the first morning of construction that the site marked out on the floor conforms to the dimensions shown on their plan and Booking Confirmation before building of any structures commences.
6. Should the Exhibitor or his Contractor/s notice any defects or damage to the floor, walls, partitions, connector boxes, etc. he must inform the Organisers in writing. Failing to do this and any resulting damage to the venue floor, walls, pillars, etc. during assembly, show opening and dismantling of the stand will be charged to the exhibitor. The exhibitor is liable for any damage caused by them (or a third party acting as a subcontractor).
7. Areas incorporating columns or parts of the permanent building structure must be checked for location and measurements. Any vents or electrical points on columns may not be obstructed. Traps, service openings in floors, fire prevention outlets, etc., must be left accessible at all times. Exit signs must not be masked or obstructed.
8. Exhibitors are responsible for the stand walls as follows:
 - a. OPEN FRONTAGE ONLY - Must have a back wall & two side walls and floor covering.
 - b. TWO OPEN SIDES - Must have a back wall and a side wall and floor covering.
 - c. THREE OPEN SIDES - Must have a back wall and floor covering.
 - d. FOUR OPEN SIDES - Must have a floor covering.
9. The standard height of shell scheme walls is 2.5 metres high, walls erected above or below this height must be clad and decorated on both sides and finished in plain colours only. If the Stand adjoins another Stand or Stands, logos above 2.5m facing the adjoining stand are not to be any closer than 2 metres of the perimeter. Thereby the logos cannot be perceived to be part of another stand when viewed from the side or behind.
10. Any space only exhibitor whose stand joins the venue wall or another exhibition stand MUST build a separating wall of a minimum height of 2.5 metres, finished in plain white.
11. Height Restrictions
 - Hall 1: the maximum build height is 4,63 metres.
 - Halls 2 & 3: maximum build height is 5,5 metres. Any exhibitor wishing to build up to 6,35 metres must submit plans to the organisers and to the Council for approval and to confirm which certificates of compliance will be required.
12. Where any side of a stand faces directly or partially onto another stand, the following rules must be adhered to. Any variations must be approved by the organisers in writing:
 - a. A maximum of 50% of each Stand side on the perimeter may be enclosed with walling.
 - b. Walling must be finished in an attractive manner.
 - c. Walling in excess of 6 metres must be broken up with open panels, transparent glazing or similar.
13. All stand structures, signs, notices, etc., must be contained within the area allocated and may not project into or over the aisles or neighbouring stands.
14. No fixings, or holes are to be made to the side structure of the building or floor. Welding and fixing any item to the metal framework of the building is prohibited. Suspension from the hall ceiling must be carried out by Gallagher Convention Centre staff exclusively. Approval of rigging plans is required from Gallagher Convention Centre as there are areas in hall 2 & 3 that can support limited rigging. Please see floor plan with highlighted areas in hall 2 & 3. Refer to plan on page 59.
15. In the interest of the exhibition as a whole, the Organisers reserve the right, where necessary, to specify the times at which certain stands may be built or dismantled.
16. Stands must ensure their company or trading name and stand number are clearly visible from each open side of the stand.
17. Should an exhibitor have more than one stand space, the bridging of stand construction and suspension of banners over gangways requires written approval from the organiser and safety officer.
18. Fire Retardancy certificates of stand materials must be provided by the manufacturer of the material along with your stand plans. All the materials used must be inflammable or fire resistant. Company representatives may be asked whenever deemed necessary to provide documentation proving the materials are fire resistant. Exhibitors are responsible for handing all safety Certificates to the organisers and safety officer.

Build up procedures:

Expo organisers will allocate time slots to stand builders and exhibitors for build up of stands and delivery of equipment.

All work on the stands must be COMPLETED by 24:00 on 10 September 2019.

SHELL SCHEME RULES

1. Shell scheme stands provided by any other contractor other than ExpoGuys, will need to be approved by organisers, safety officer or where necessary local authorities.
2. Exhibitors, their Agents or Contractors should satisfy themselves on the first morning of construction that the site marked out on the floor conforms to the dimensions shown on their plan and Booking Confirmation before building of any structures commences.
3. Should the Exhibitor or his Contractor/s notice any defects or damage to the floor, walls, partitions, connector boxes, etc. he must inform the Organisers in writing. Failing to do this and any resulting damage to the venue floor, walls, pillars, etc. during assembly, show opening and dismantling of the stand will be charged to the exhibitor. The exhibitor is liable for any damage caused by them (or a third party acting as a subcontractor).
4. Areas incorporating columns or parts of the permanent building structure must be checked for location and measurements. Any vents or electrical points on columns may not be obstructed. Traps, service openings in floors, fire prevention outlets, etc., must be left accessible at all times. Exit signs must not be masked or obstructed.
5. Exhibitors are responsible for the stand design of shell scheme walls as follows:
 - a. OPEN FRONTAGE ONLY - Must have a back wall & two side walls and floor covering.
 - b. TWO OPEN SIDES - Must have a back wall and a side wall and floor covering.
 - c. THREE OPEN SIDES - Must have a back wall and floor covering.
 - d. FOUR OPEN SIDES - Must have a floor covering.
6. The standard height of shell scheme walls is 2.5 metres high, walls erected above or below this height must be clad and decorated on both sides and finished in plain colours only. If the Stand adjoins another Stand or Stands, logos above 2.5m facing the adjoining stand are not to be any closer than 2 metres of the perimeter. Thereby the logos cannot be perceived to be part of another stand when viewed from the side or behind.
7. All stand structures, signs, notices, etc., must be contained within the area allocated and may not project into or over the aisles or neighbouring stands.
8. No fixings, or holes are to be made to the side structure of the building or floor. Welding and fixing any item to the metal framework of the building is prohibited. Suspension from the hall ceiling must be carried out by Gallagher Convention Centre staff exclusively. Approval of rigging plans is required from Gallagher Convention Centre as there are areas in hall 2 & 3 that can support limited rigging. Please see floor plan with highlighted areas in hall 2 & 3. Refer to plan on page 59.
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11. Should an exhibitor have more than one stand space, the bridging of stand construction and suspension of banners over gangways requires written approval from the organiser and safety officer.
12. Fire Retardancy certificates of stand materials must be provided by the manufacturer of the material along with your stand plans. All the materials used must be inflammable or fire resistant. Company representatives may be asked whenever deemed necessary to provide documentation proving the materials are fire resistant. Exhibitors are responsible for handing all safety Certificates to the organisers and safety officer.

Build up procedures:

Expo organisers will allocate time slots to exhibitors for set up of stands and delivery of equipment.

All work on the stand to be COMPLETED by 24:00 on 10 September 2019.

Break down procedures:

Exhibitors should note that they will be held responsible for the complete removal from the hall by the specified time of all goods, equipment and material used by them or their sub-contracted contractors, together with all rubbish. The Organisers reserve the right to treat any goods, equipment, materials or rubbish not removed as they consider fit and at the expense of the exhibitor concerned.

All stands must be dismantled and removed from the venue by 14:00 on 14 September 2019. Failing this, the exhibitor will be liable to a fine.

PAYMENT REQUIREMENTS FOR STAND BUILDERS

- Stand builders need to be up to date with payment before they can build up.
- All electrical DB orders must be placed by the exhibitor with the organiser. No electrical orders will be taken from stand builders.
- Any onsite orders will be invoiced to the client directly.

By authority of the exhibiting company, the above representative has read and understood the rules and regulations as laid out in this document and agrees to abide by these and accept the consequences of not abiding by these.

FESPA AFRICA, SIGN AFRICA, AFRICA PRINT AND LED AFRICA EXPO 2019 11-13 September 2019 GALLAGHER CONVENTION CENTRE, JOHANNESBURG, SOUTH AFRICA

FESPA AFRICA + SIGN AFRICA TEXTILES

HALL 2

FESPA AFRICA 2019
Johannesburg
11-13 September 2019

SIGN AFRICA 2019
11-13 SEPTEMBER
THE SIGN, DISPLAY AND DIGITAL GRAPHICS EXPO

AFRICA PRINT 2019
11-13 SEPTEMBER
THE LARGEST COMMERCIAL DIGITAL PRINT EXPO IN AFRICA

AFRICA LED & LIGHTING 2019
11-13 SEPTEMBER
THE EXPO FOR EVERYTHING LED AND LIGHTING

PLATINUM SPONSOR:
Roland

FESPA AFRICA, SIGN AFRICA, AFRICA PRINT AND LED AFRICA EXPO 2019 11-13 September 2019 GALLAGHER CONVENTION CENTRE, JOHANNESBURG, SOUTH AFRICA

HALL 3

FESPA AFRICA 2019
Johannesburg
11-13 September 2019

SIGN AFRICA 2019
11-13 SEPTEMBER
THE SIGN, DISPLAY AND DIGITAL GRAPHICS EXPO

AFRICA PRINT 2019
11-13 SEPTEMBER
THE LARGEST COMMERCIAL DIGITAL PRINT EXPO IN AFRICA

AFRICA LED & LIGHTING 2019
11-13 SEPTEMBER
THE EXPO FOR EVERYTHING LED AND LIGHTING

PLATINUM SPONSOR:
Roland

GALLAGHER CONFERENCE CENTRE GUIDELINES

Please read, initial each page and fax back to 086 565 8177

EXHIBITION HALLS

We have 5 exhibition halls of varying sizes: Hall 1: 3871m2
Hall 2: 6125m2
Hall 3: 5178m2

Hall 2 & 3 are interlinked with an area called the "Link" of 360m2 Halls 1, 2 & 3 are served by the Exhibition Restaurant.

CARPETING

The exhibition halls are not carpeted.

CLEANING

The organisers are responsible for the cleaning of the halls. Your stand builder is responsible for the refuse removal from your show stand.

DRAVAGE

A porter service, to assist exhibitors with their goods to and from their stands during build up and breakdown is included in the hire. This service is supplied by Larouxnelle Logistics and Consulting.

Larouxnelle Contact Details are;

Jerome Jacobs
011 397 8866 / 6453
Email jerome@larouxnelle.co.za

Forklift Usage;

Please order this from the organisers on Form 17.

FIRE REGULATIONS

The fire Department has laid down the following regulations concerning exhibition stands: (All halls and stands are subject to inspection by EMS.)

- No stand, other than standard shell scheme of no higher than 2.4m, shall be constructed either inside or outside a building, unless or until the fire department has approved a plan of the proposed construction and general layout.
- No combustible material such as Hessian, straw, paper, polystyrene etc. shall be used in or on the stand without the approval of the fire department and without fire retardation treatment being applied to the combustible material, and a certificate then issued.
- No solid ceiling may be erected without the approval of the fire department, if approved this is to include a portable smoke detector.
- Written permission will be required for the storage of or use of hazardous substances, flammable liquids, gas cylinders, open fires and demonstrations with naked flames. Please note no gas cylinders that are not connected, will be allowed in any of the venues.
- No structure or display shall be placed or constructed so as to impede the ordinary movement of people, protruding into the aisles, nor shall the existing facilities or signs be obstructed by any structure or display.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed.
- All aisles and exhibits must be kept clear at all times, and as required by the local authorities (EMS) all aisles must be at least 3m.
- Absolutely no additional storage of any kind will be permitted

within the confines of the exhibition floor or placed behind the stand or against the walls or curtain.

- No gas cooking is permitted in Gallagher Convention Centre without special prior permission in writing from the General Manager.
- It is compulsory to have a fire extinguisher on each level of a double storey display, as well as the standard safety signage inclusive of; Mind the step, Emergency Exits and Fire Equipment location signage.

GCC Requirements for any vehicles brought on site;

- The client must provide a drip tray that is to be placed under the vehicle.
- The vehicle must have a no more than a quarter tank of fuel whilst in the venue.
- The battery to the vehicle must be disconnected.
- The key to the vehicle must be accessible in the event of an emergency to enable GCC to move the vehicle if required.
- Whilst the vehicle is on display a 2kg fire extinguisher must be present, full, sealed and serviced. The client must supply this.
- The owner or person responsible for the vehicle will complete an indemnity form to be supplied by the GCC safety officer.
- No vehicles are to be washed once inside the venue.
- No vehicles will be permitted to drive on GCC carpet without prior permission in writing from GCC management.

DAMAGES

Every reasonable precaution necessary should be taken during the construction of an exhibition / special event to ensure no damage is caused to the property. Organisers will be held responsible for any damages caused to the property during the tenancy and will be subject to a charge.

The following will not be permitted;

- NO drilling into the walls or floors
- NO Cutting and Grinding with power tools within the hall (i.e.Wood/Tiles)
- Do not attach anything to the draping
- NO removal of the paving blocks
- NO painting of the property indoor or external
- NO removal or tampering with any of GCC permanent installations

No external contractor shall be allowed to repair any damages caused during the contract time period on the property.

WEIGHT RESTRICTIONS:

Floor Loading;

Hall 1: 750 kg per m2
Hall 2: 750 kg per m2
Hall 3: 750 kg per m2
Hall 4: 200 kg per m2
Hall 5: 500 kg per m2

All floor loadings can be reviewed by our engineers and safety manager if needed for specific items to be brought into the venues.

Rigging points restrictions;

Main Beam: 1000kg
Hook: 500kg

- All hanging must be kept 1m below the sprinkler system
- The lowest point of hanging in relation to the ground is 5m high
- No hanging is permitted on any other points visible in the roof i.e. Sprinkler pipes

FOOD & BEVERAGE

All catering must be done through the contracted catering company of GCC. No outside catering will be permitted on site. GCC is fully Halaal and is certified by the NIHT (National Independent Halaal Trust)

GCC is fully licensed and no alcohol may be brought onto the premises. Only GCC staff or its appointed contractors may serve alcohol and may only do so to persons over the age of 18.

Should the selling of sealed not for consumption on site products wish to be sold within the show, please discuss this with the Exhibition Manager prior to the event, to ensure this does not conflict the above regulation. GCC retains the right to disallow any sales at our discretion.

PARKING

Open, secure parking for visitors is charged at R 20.00 per vehicle per day, and is secured by Seriti.

Please note Exhibitor parking is available free of charge with the exhibitors identification to be granted access. Open Exhibitor Parking if required behind Hall 1 is accessible at no charge; however the organizer is responsible for securing this area, with GCC oversight. The gate entering into this area will remain in control of GCC security.

SECURITY

The organiser will be responsible for the securing of the rental space for the duration of your tenancy. Should you not appoint GCC Disaster Management Company and/or preferred on site Security provider; your appointed providers will therefore be responsible for all safety and security aspects of the event and acquiring approval from EMS. Please note that all companies appointed must comply with the PSIRA Act and its regulations and especially with the training regulations published in the government gazette, GG 19067 dated 24/07/1998. GCC Security remains responsible the perimeter of the property.

SMOKING

Due to government legislation, no smoking will be permitted within Gallagher Convention Centre venues. There will be designated smoking areas provided. Please adhere to the signage provided.

STAND BUILDING & ELECTRICAL SUPPLY

All electrical first point of contact required (DB Installation), will be provided by Gallagher and the cost will be billed to you by the organisers. All electrical installations must be carried out in a competent manner by a qualified electrician only to ensure safety. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified.

No contractor will be authorized to access the floor ducting, please contact a GCC representative for assistance. All electrical installations must comply with the requirements of the Occupational Health & Safety Act (85 of 1993) All stand building must comply with the SABS O400 building regulations.

Any electrical installation / DB connections must comply as follows:

- Each installation shall be effectively bounded to earth
- Wiring shall be three core and earth, not less than 1.5mm cross sectional and be PVC, electrometric or other plastic sheathing cable.
- Joints shall not be made except where connecting into a circuit and insulated.
- Screwed connectors shall be sued and totally enclosed in insulated enclosures.
- All wiring shall be effectively protected and fixed to prevent damage and risk of injury.
- Cables placed under carpets are prohibited.
- After the electrical and structural installation is complete, a copy of the COC must be issued to the GCC safety officer.

General;

- All venue sub DB's and DB's must be kept at a 1m clearance
- A copy of the event safety file accompanied by all stand builder information is to be provided to the Gallagher Safety officer, and will be inspected accordingly.
- An electricity meter reading will be done at the start of your tenancy, and again at the end, and you are charged for the electricity used as per the current rate per Kw hour charged to Gallagher at the time of tenancy.

SUPPLIERS

Should you require a list of contractors that supply the following: medical, freight forwarding, cleaning, registration systems, stand building, security or any other exhibition requirements, please do not hesitate to contact the Exhibition Manager for a list of preferred suppliers.

GCC retains the right to disallow any contractor from commencing work if they are not OHS compliant and in the event that they do not have the correct PPE.

VENUE DETAILS

Access to loading bay:

Exhibitors can off-load their goods in the designated parking areas from commercial vehicles and private cars. Please ensure that once the goods are off-loaded the vehicles are then removed and parked. Any vehicles parked in the loading bay will have the wheels clamped and standard penalties will apply. No vehicle is allowed with the engine running in the loading bay. Please note Larouxnelle have jurisdiction to control the loading bays and marshalling yards as appointment by Gallagher Management.

Fire prevention

All halls have strategically placed fire escapes with fire equipment suited for all types of fires. No fire equipment may be obstructed and a 1 square metre area must be kept clear. The Gallagher Convention Centre fire alarm is directly linked to the Midrand Fire Department to ensure immediate response.

Hazardous Items

The regulation limit on the connection of LP Gas in the halls is 19kg, with a pipe no longer than 2m. Should there be a requirement for additional gas, this has to be applied for in writing to the local authorities (EMS). Please consult with GCC safety in regard to this requirement prior to your application with the authorities. If you intend using Gas for any reason please insure the operations departments are notified two weeks before the exhibition.

Please note no empty or un-connected gas cylinders are allowed on a stand or within any of GCC Venues.

Should you require any additional information regarding the hosting of an Exhibition at Gallagher Convention Centre please do not hesitate to contact our Exhibition Manager.