



Dear Exhibitor

Re: Event participation confirmation

Congratulations on your confirmed participation at the above mentioned events.

To ensure you have a successful event, please ensure you read through this document and fill in all the attached Forms by the indicated deadline to avoid any disappointment.

Should you have any queries, please contact **Tanys Goosen** on **+27 11 516 4942**.

Thank you for your partnership in this successful event.

Kind regards,

Africa's Payments, Banking & Retail Show Team 2016



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Terrapinn is a business media company. Our products are trade exhibitions, conferences, training solutions and electronic and print publications.
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YOUR EVENTS TEAM

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EXHIBITION SCHEDULE

BUILD-UP – MONDAY, 29 FEBRUARY 2016

06h00 – 12h00	Contractors Only – 3D design
12h00 – 24h00	Raw Space Exhibitors build up
15h00 – 24h00	Shell Scheme Exhibitors build up
15h00 – 17h00	Exhibitor badge collection
24h00	Venue closes

SHOW DAY – TUESDAY, 1 MARCH 2016

08h00 – 09h30	Final touches to stands
10h00 – 17h00	Exhibition open to visitors
17h00	Venue closes
17h00	Networking cocktail

SHOW DAY – WEDNESDAY, 2 MARCH 2016

10h00 – 17h00	Exhibition open to visitors
17h00 – 24h00	Exhibition break down, please ensure that a representative is on your stand at this time for security purposes
24h00	Venue Closes.

CONFERENCE SCHEDULE

MONDAY, 29 FEBRUARY 2016

08:30 – 17:00	Cards Pre Event Workshop
08:30 - 17:00	Retail Pre Event Workshop one
08:30 – 17:00	Retail Pre Event Workshop two

TUESDAY, 1 MARCH 2016

08:50 – 17:00	Cards, Future Bank & Cash Handling VIP Conference
08:50 – 17:00	Retail, E-Commerce & Cash Handling VIP Conference
10:00 – 17:00	Enterprise Mobility World summit

WEDNESDAY, 2 MARCH 2016

08:50 – 15:30	Cards, Future Bank & Cash Handling VIP Conference
08:50 – 15:30	Retail, E-Commerce & Cash Handling VIP Conference

NETWORKING SCHEDULE

TUESDAY, 1 MARCH 2016

10:20	Speed Networking
17:00	Cocktail Party

FORM 1 – ORDER CHECKLIST

COMPANY NAME	_____		
CONTACT NAME	_____		
VAT NUMBER	_____	STAND SIZE	_____
TEL NUMBER	_____	MOBILE	_____
FAX NUMBER	_____	EMAIL	_____
SIGNATURE	_____	DATE	_____

FORM	DESCRIPTION	SHELL SCHEME	RAW SPACE	CHECK
1	Order Checklist	Compulsory	Compulsory	
2	Invoicing Details	Compulsory	Compulsory	
3	Fascia Name	Compulsory	N/A	
4	Electrical Hire	Included	Compulsory	
5	Electrical Fitting Plan	Compulsory	Compulsory	
6	Furniture Hire	Optional	Optional	
7	Carpet Hire	Compulsory	Optional	
8	Plant Hire	Optional	Optional	
9	Stand Security	Optional	Optional	
10	Freight Forwarding & Handling	Optional	Optional	
11	Notice of Intent	Optional	Compulsory	
12	Plasma Screens and AV Hire	Optional	Optional	
13	Telecommunications	Optional	Optional	
14	Catering Order	Compulsory	Compulsory	
15	Visitor Tickets	Optional	Optional	
16	Scanner Hire	Optional	Optional	
17	Parking/Internet vouchers	Optional	Optional	
18	Banners & Printing	Optional	Optional	
19	Promotional Staff	Optional	Optional	
20	Accommodation	Optional	Optional	

** Shell scheme exhibitors please note that the above mentioned compulsory order forms are already included in your package. We require these forms in order to customise your stand.

FORM 2 – INVOICING DETAILS

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

INVOICING DETAILS

OPTION 1# INVOICE COMPANY PARTICIPATING

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
EMAIL		
POSTAL ADDRESS		
VAT NUMBER		

OPTION 2# INVOICE CONTRACTOR / STAND BUILDER / PR OR MARKETING COMPANY

COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
POSTAL ADDRESS		
VAT NUMBER		

NB: This form must be attached to all orders

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

STAND DESCRIPTIONS

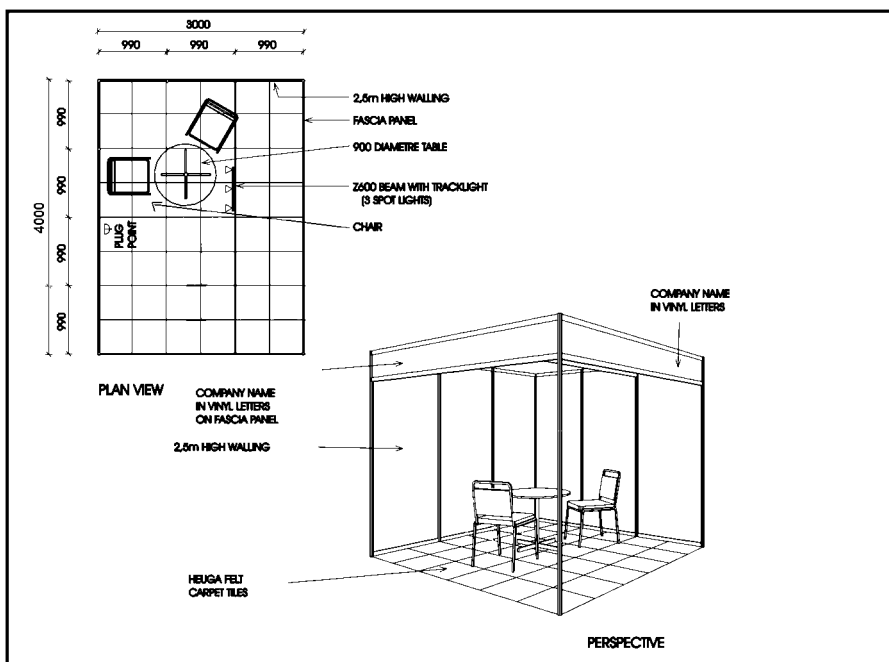
SHELL SCHEME PACKAGE STAND

The package per 9m² stand contains the following:

- Space
- White shell scheme walling, 2.5m in height - side & rear (depending on positioning & requirements)
- 1 x Plug point
- 1 x Fluorescent Light
- Fascia - displays exhibitors name OR product name
- 2 x chairs
- 1 x table
- General stand cleaning (daily)

All other items are the responsibility of the exhibitor, and can be ordered via the forms made available in this manual.

EXAMPLE OF SCHELL SCHEME PACKAGE



RAW SPACE

The raw space options contain:

- Space only

All raw space exhibitors MUST order a distribution board if electricity is required, this will be at the cost of the Exhibitor. All other items are the responsibility of the exhibitor, and can be ordered via the exhibitor's manual.

A reminder to all raw space exhibitors that it is your responsibility to ensure that your stand is presentable from ALL angles, please do not rely on the fact that the exhibitor behind or on the side of you will cover up your back/side wall, as their stand may not be the same height as yours. Should a neighboring exhibitor complain that this is not the case, it will be at the organizers' discretion and the exhibitor at fault's cost to rectify the problem. If you have any queries please contact one of the event team members.

All stand designs must be submitted to the organisers for approval by **NO LATER than Friday, 22 January 2016**. Please submit a civil engineers certificate for double volume stands (this should be arranged via your contracted stand designer / builder).

FORM 3 – FASCIA NAME

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

Please indicate your company name in the boxes below. A maximum of 25 letters can be accommodated per fascia (including spaces).

PLEASE FILL IN THE RELEVANT INFORMATION

Number of open sides	<input style="width: 50px; height: 30px;" type="text"/>
Number of fascia boards required	<input style="width: 50px; height: 30px;" type="text"/>
Fascia board required with NO text, we will supply our own branding	<input style="width: 50px; height: 30px;" type="text"/>
No fascia board or text required	<input style="width: 50px; height: 30px;" type="text"/>

Should you wish to have company logo or product branding displayed on your fascia board, below are the specs that the selected contractor will require:

- 300 mm - inside measurement of space that can be utilised
- 400 mm - outside measurement, including octanorm
- 100 mm - Standard text size of company name displayed.

The following Fascia & panel logos are available:

- Vinyl logos – R497.00
- 1m print & mount fascias – R277.00
- 2m print & mount fascias – R567.00
- 3m print & mount fascias – R844.00
- 4m print & mount fascias – R1130.00
- 5m print & mount fascias – R1409.00
- 980mm x 2414mm print & mounts on full panels – R2160.00
- 1092mm x 2414mm curved backlit panels – R2380.00

Printing of Logo's is payable directly to 3D Design. Logos must be emailed to ziggy@3ddesign.co.za or jabu@3ddesign.co.za and must be high resolution.

NAME TO APPPEAR ON THE FASCIA BOARD – Please print legibly

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Please fill in the below text box if your second company name is not the same as above

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*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

FORM 4 – ELECTRICAL HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE	_____	DATE	_____

Only official electrical contractor to set-up at event please. All raw space exhibitors requiring electricity must order a Single Phase Distribution Board to get electricity on their stand. This cost will be for the exhibitor's account.

Item Code	Item Description	Unit Price	Quantity	Total
EXTENSION LIGHTS				
LA1	150w Halogen Extention Light	R 530.00		
LA4	Extention Light 3 (220v) (50w)	R 482.00		
LA6	LED Long Arm Light	R 530.00		
WALL LIGHTS				
WL1	Wall Mounted Downlight	R 785.00		
WL2	Wall Mounted Uplight	R 785.00		
WL3	Design Wall Light	R 785.00		
DOWNLIGHTS				
DL1S	Downlight Silver	R 362.00		
DL1B	Downlight Black	R 362.00		
DL1W	Downlight White	R 362.00		
DL2S	Eyeball Downlight Silver	R 362.00		
DL2W	Eyeball Downlight White	R 362.00		
HANGING LIGHTS				
HL1	Blue Glass 600mm Hanging Light	R 458.00		
HL2	Blue Glass 600mm Hanging Light	R 426.00		
HL3	Silver Hanging Light	R 426.00		
HL4	Silver Hanging Light	R 458.00		
HL5	Silver Hanging Light	R 458.00		
HL6	White Paper 560mm high	R 458.00		
HL7	Frosted Glass 560mm high	R 458.00		
HL8	Fabric 300mm high	R 458.00		
HL9	Orange Glass 200mm high	R 458.00		
HL11	Chandelier 800mm wide	R 458.00		
HL12	Chandelier 400mm wide	R 458.00		
HL14	White Hanging Light	R 458.00		
HL18	Copper Hanging Light	R 458.00		
HL19	Glass Hanging Light	R 458.00		
HL20	Glass Hanging Light	R 458.00		
HL21	Glass Hanging Light	R 458.00		
HL22	Glass Hanging Light	R 458.00		
HL23	Silver Hanging Light	R 458.00		
HL24	Threaded Hanging Light	R 458.00		

HL26	Grass Hanging Light	R	458.00		
SPOTS LIGHTS					
SP4	Mini Parcan	R	426.00		
SP5	Metal Halide	R	1,277.00		
SP6	Track Spotlight	R	299.00		
SP7	Black Spotlight Par 38	R	299.00		
SP8	Double Black Spotlight Par 38	R	601.00		
SP10	Par 38 Colour Globes	R	307.00		
SP11	150W Halogen Floodlight	R	426.00		
SP12	500W Halogen Floodlight	R	493.00		
SP13	Spotlight	R	299.00		
SC1	Showcase Light 50W	R	530.00		
LED LIGHTS					
LED1	Colour Programmable Spotlight	R	1,642.00		
LED2	RGB LED Parcan	R	530.00		
LED3	RGB LED Wall Washer	R	1,702.00		
LED4	LED Fluorescent Tube	R	458.00		
LED5	LED Flexible Strip	R	682.00		
LED6	LED Rope Lighting	R	362.00		
VARIOUS					
MMP	Minimac Image Projector	R	1,810.00		
GG	Glass Gobos for Minimac	R	4,832.00		
C63	63amp Plug for Supply	R	871.00		
C32	32amp Plug for Supply	R	668.00		
DB1	Distribution Board - Single Phase with Plug	R	1,498.00		
DB2	Distribution Board - Three Phase with Plug	R	2,543.00		
DB3	Distribution Board - 63A Three Phase	R	4,245.00		
DB4	Distribution Board - 125A Three Phase	R	8,698.00		
FL1200A	LED Fluorescent Light 1200mm	R	340.00		
FLT	Defuser Fluorescent	R	956.00		
P1	15AMP Plug Point	R	299.00		
EC	Exhibitor Connections	R	256.00		
ECC	Certificates	R	1,987.00		
				Sub Total	
				14% VAT	
				TOTAL	

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

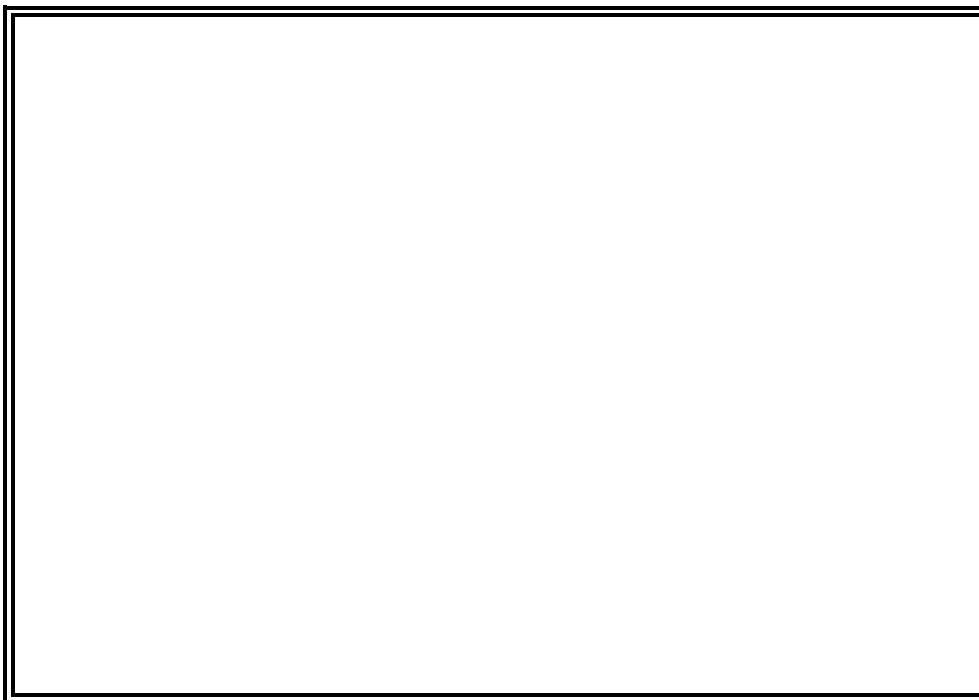
Please email the order form to jabu@3ddesign.co.za by 22 January 2016

FORM 5 – ELECTRICAL FITTING PLAN			
COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE	_____	DATE	_____

If this form is not returned before the date specified below, all fixtures will be placed at the discretion of the official contractor / organiser. The organiser will assume that the front of your stand is the side facing the entrance.

Please specify the location of the following into the below diagram:

SYMBOL	ITEMS	PACKAGE
*	Fascia board/s required	Shell scheme
+	Plug point/s	Shell scheme
●	Fluorescent lights	Shell scheme
-----	Open wall required	Shell scheme
_____	Closed wall required	Shell scheme
DB	Distribution Board	Raw space only



FRONT OF STAND

Please email the order form to jabu@3ddesign.co.za

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 6 – FURNITURE HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Code	Description	Dimensions	Price	Quantity	Total
COUCHES					
1019B	Two Seater Couch - Black	1650mm W x 830mm D x 790mm H	R 1,749.00		
1019W	Two Seater Couch -White	1650mm W x 830mm D x 790mm H	R 1,749.00		
1019R	Two Seater Couch - Red	1650mm W x 830mm D x 790mm H	R 1,749.00		
1023B	Single Seater Couch - Black	840mm W x 830mm D x 790mm H	R 826.00		
1023W	Single Seater Couch - White	840mm W x 830mm D x 790mm H	R 826.00		
1023R	Single Seater Couch - Red	840mm W x 830mm D x 790mm H	R 826.00		
1038B	Black Motion 3 - For hire in Gauteng Area Only	1820mm W x 610mm D x 480mm H	R 3,604.00		
1038W	White Motion 3 - For hire in Gauteng Area Only	1820mm W x 610mm D x 480mm H	R 3,604.00		
1038R	Red Motion 3 - For hire in Gauteng Area Only	1820mm W x 610mm D x 480mm H	R 3,604.00		
1038L	Lime Motion 3 - For hire in Gauteng Area Only	1820mm W x 610mm D x 480mm H	R 3,604.00		
1040	Divan Red 2 Seater - For hire in Gauteng Area Only	1600mm W x 620mm D x 950mm H	R 4,240.00		
1042B	Two Seater Couch - Black	2080mm W x 900mm D x 920mm H	R 2,014.00		
1042R	Two Seater Couch - Black with red seats	2080mm W x 900mm D x 920mm H	R 2,014.00		
1042BL	Two Seater Couch - Black with blue seats	2080mm W x 900mm D x 920mm H	R 2,014.00		
1043	Tub Chair - Black (Leather Finish)	800mm W x 830mm D x 810mm H	R 795.00		
1043B	Tub Chair - Black (Suede Finish)	800mm W x 830mm D x 810mm H	R 795.00		
1043BO	Tub Chair - Burnt Orange (Suede Finish)	800mm W x 830mm D x 810mm H	R 795.00		
1043R	Tub Chair - Red (Suede Finish)	800mm W x 830mm D x 810mm H	R 795.00		
BAR STOOLS					
1000	Bar Stool - Chrome & Black	390mm W x 440mm D x 1020mm H	R 318.00		
1000W	Bar Stool - Chrome & White	390mm W x 440mm D x 1020mm H	R 318.00		
1000OR	Bar Stool - Chrome & Orange	390mm W x 440mm D x 1020mm H	R 318.00		
1001	Bar Stool - Chrome & Grey	370mm Diam. x 820mm H	R 233.00		

1022	Bar Stool - Black Gas Lift	440mm W x 400mm D x 660mm H (lowest) 870mm H (highest)	R	477.00		
1022W	Bar Stool - White Gas Lift	440mm W x 400mm D x 660mm H (lowest) 870mm H (highest)	R	477.00		
1028W	Saddle Gas Lift Bar Stool - White	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R	540.00		
1028B	Saddle Gas Lift Bar Stool - Black	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R	540.00		
1028R	Saddle Gas Lift Bar Stool - Red	450mm W x 420mm D x 640mm H (lowest) 840mm H (highest)	R	540.00		
1029BR	Waterfall Gas Lift Bar Stool - Brown	340mm W x 400mm D x 710mm H (lowest) 920mm H (highest)	R	577.00		
1029W	Waterfall Gas Lift Bar Stool - White	356mm W x 420mm D x 650mm H (lowest) 870mm H (highest)	R	577.00		
1029B	Waterfall Gas Lift Bar Stool - Black	356mm W x 420mm D x 650mm H (lowest) 870mm H (highest)	R	577.00		
1029R	Waterfall Gas Lift Bar Stool - Red	356mm W x 420mm D x 650mm H (lowest) 870mm H (highest)	R	577.00		

BROCHURE STANDS

1014A	Brochure Stand - 5 x A4 Brochure Holders	340mm W x 405mm D x 1290mm H	R	763.00		
1014B	Brochure Stand - 3 x A4 Brochure Holders	270mm W x 310mm D x 1240mm H	R	583.00		
1014C	Brochure Stand - Zig-zag	450mm W x 450mm D x 1660mm H	R	636.00		

COCKTAIL TABLES

1005A	Cocktail Table - Aluminium	600mm Diam. x 1100mm H	R	689.00		
1005B	Cocktail Table - Black Top	700mm Diam. x 1100mm H	R	689.00		
1005C	Cocktail Table - Glass & Chrome	600mm Diam. x 1100mm H	R	901.00		
1005D	Cocktail Table - Chrome & Black Gas Lift	600mm Diam. x 670mm H (lowest) & 910mm H (highest)	R	901.00		
1005E-W	Cocktail Table with White Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005E-B	Cocktail Table with Black Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005E-Y	Cocktail Table with Yellow Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005E-BL	Cocktail Table with Blue Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005E-R	Cocktail Table with Red Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005E-G	Cocktail Table with Green Stretch Fabric	600mm Diam. x 1100mm H	R	901.00		
1005F	Cocktail Table - White Top	600mm Diam. x 1100mm H	R	763.00		

COFFEE TABLES

1018A	Coffee Table - Black top	500mm x 500mm x 440H	R	402.00		
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1018B	Coffee Table - Chrome & Glass	1180mm W x 580mm D x 440mm H	R	625.00		
1018C	Coffee Table - Chrome & Glass	500mm W x 500mm D x 440mm H	R	572.00		
1018D	Coffee Table	680mm W x 1320mm D x 445mm H	R	689.00		
1018E	Coffee Table	680mm W x 680mm D x 500mm H	R	583.00		

DISCUSSION TABLES

1006	Discussion Table - Beechwood Round	800mm Diam. x 750mm H	R	689.00		
1006A	Discussion Table - Aluminium	800mm Diam. x 445mm H	R	689.00		
1006B	Wood Base White Top Table	800mm Diam. x 720mm H	R	689.00		
1007	Discussion Table - Chrome & Glass	1000mm Diam. x 700mm H	R	530.00		
1007A	Chrome & Cherrywood Table	900mm Diam. x 700mm H	R	508.00		
1007B	Chrome & White Table	900mm Diam. x 700mm H	R	508.00		
1007C	Chrome & Beechwood Table	900mm Diam. x 700mm H	R	508.00		
1041	Square Cherrywood Table	800mm Square	R	689.00		
1041A	Granite Table	800mm Square	R	689.00		
1041B	Discussion Table - White Top	800mm Square	R	689.00		

OTTOMANS

1035B	Ottoman - Black	400mm W x 400mm D x 450mm H	R	318.00		
1035BE	Ottoman - Beige	400mm W x 400mm D x 450mm H	R	318.00		
1035BR	Ottoman - Brown	400mm W x 400mm D x 450mm H	R	318.00		
1035BO	Ottoman - Burnt Orange	400mm W x 400mm D x 450mm H	R	318.00		
1035BL	Ottoman - Blue	400mm W x 400mm D x 450mm H	R	318.00		
1035W	Ottoman - White	400mm W x 400mm D x 450mm H	R	318.00		
1035Y	Ottoman - Yellow	400mm W x 400mm D x 450mm H	R	318.00		
1035R	Ottoman - Red	400mm W x 400mm D x 450mm H	R	318.00		
1035G	Ottoman - Grey	400mm W x 400mm D x 450mm H	R	318.00		
1035A-B	Ottoman - Black	800mm W x 400mm D x 450mm H	R	530.00		
1035A-BE	Ottoman - Beige	800mm W x 400mm D x 450mm H	R	530.00		
1035A-BR	Ottoman - Brown	800mm W x 400mm D x 450mm H	R	530.00		
1035A-BO	Ottoman - Burnt Orange	800mm W x 400mm D x 450mm H	R	530.00		
1035A-BL	Ottoman - Blue	800mm W x 400mm D x 450mm H	R	530.00		
1035A-W	Ottoman - White	800mm W x 400mm D x 450mm H	R	530.00		
1035A-Y	Ottoman - Yellow	800mm W x 400mm D x 450mm H	R	530.00		
1035A-R	Ottoman - Red	800mm W x 400mm D x 450mm H	R	530.00		

1035A-G	Ottoman - Grey	800mm W x 400mm D x 450mm H	R	530.00		
1039	Black & White Ottoman set of 4 - For hire in Gauteng Area Only	1450mm Diam outer, 620mm Diam. inner x 430mm H	R	4,028.00		
1039B	Black Ottoman set of 4 - For hire in Gauteng Area Only	1450mm Diam outer, 620mm Diam. inner x 430mm H	R	4,028.00		
1039W	White Ottoman set of 4 - For hire in Gauteng Area Only	1450mm Diam outer, 620mm Diam. inner x 430mm H	R	4,028.00		
1039L	Lime Ottoman set of 4 - For hire in Gauteng Area Only	1450mm Diam outer, 620mm Diam. inner x 430mm H	R	4,028.00		
1039R	Red Ottoman set of 4 - For hire in Gauteng Area Only	1450mm Diam outer, 620mm Diam. inner x 430mm H	R	4,028.00		
1036W	Tam Tam Stool - White	300mm Diam. x 430mm H	R	318.00		
1036B	Tam Tam Stool - Black	300mm Diam. x 430mm H	R	318.00		
1036R	Tam Tam Stool - Red	300mm Diam. x 430mm H	R	318.00		
1047	Wooden Seat	900mm W x 340mm D x 350mm H	R	1,537.00		
1048	Wooden Bench / Lounger	2170mm W x 650mm D x 460mm H	R	3,021.00		

CHAIRS

1002	Chairs - Aluminium	480mm W x 540mm D x 740mm H	R	296.00		
1003	Chairs - Go-go Chrome & Black	580mm W x 440mm D x 830mm H	R	371.00		
1004	Chairs - Chrome & Black	540mm W x 480mm D x 800mm H	R	371.00		
1030	Wire Chair - Chrome	840mm W x 540mm D x 800mm H	R	746.00		
1031	Chrome & Orange Transparent Chair	455mm W x 490mm D x 760mm H	R	477.00		
1032	Chrome & Red Chair	565mm W x 500mm D x 780mm H	R	445.00		
1033	Chrome & White Chair	550mm W x 560mm D x 810mm H	R	445.00		
1033A	Chrome & White Chair		R	445.00		
1033B	Chrome & White Chair		R	445.00		
1033C	Wood Base & White Chair		R	445.00		
1034	Boardroom Director's Chair - Black	610mm W x 520mm D x 1040mm H (lowest) 1160 H (highest)	R	604.00		
1034W	Boardroom Director's Chair - White	610mm W x 520mm D x 1040mm H (lowest) 1160 H (highest)	R	689.00		
1037R	Red Ant Chair - For hire in Gauteng Area Only	700mm W x 640mm D x 800mm H	R	2,650.00		
1037W	White Ant Chair - For hire in Gauteng Area Only	700mm W x 640mm D x 800mm H	R	2,650.00		
1046	Stacker 500 Black & Chrome Padded Chair	530mm W x 460mm D x 780mm H	R	371.00		
1046A	Stacker Padded Chair - Black		R	159.00		

STANDING LAMPS

1049A	Wooden Standing Lamp	255mm diam. (top) x 150mm diam. (bottom) x 1615mm H	R	577.00		
1049B	Chrome Standing Lamp	300mm square (top) x 1590mm H	R	577.00		
COAT STAND						
1050	Chrome Coat Stand	300mm diam. (base) x 1830mm H	R	424.00		
KIDS						
1052	Kiddies Table & Chairs Set		R	254.00		
1052T	Kiddies Table	790mm square x 500mm H	R	90.00		
1052C	Kiddies Chair	300mm W x 340mm D x 550mm H	R	53.00		
PLINTHS & RECEPTION COUNTERS						
1016	Square Stackable Plinths - Set of 4	500mm x 500mm x 500mm H	R	1,184.00		
1017	Aluminium & Wood Counter	1800mm W x 1000mm D x 1100mm H	R	2,014.00		
1017W	Aluminium & White Counter	1800mm W x 1000mm D x 1100mm H	R	2,014.00		
1017A	Black & Wood Counter		R	1,060.00		
DISPLAY CABINETS						
1008	Display Cabinet	500mm W x 500mm D x 1980mm H	R	1,452.00		
1008A	Display Cabinet - Full Glass	525mm W x 525mm D x 1865mm H	R	2,077.00		
1009	Display Cabinet	1000mm W x 500mm D x 1980mm H	R	2,077.00		
1010	Display Cabinet	1000mm W x 500mm D x 900mm H	R	1,134.00		
1010A	Display Cabinet	750mm W x 750mm D x 1225mm H	R	1,134.00		
FRIDGES, LOCKABLE CUPBOARDS & DESKS						
1011A	Bar Fridge	465mm W x 500mm D x 830mm H (130 litres)	R	1,123.00		
1011B	Beer Cooler	900mm W x 520mm D x 910mm H (198 liters)	R	3,498.00		
1011C	Upright Glass Door Cooler	615mm W x 580mm D x 1935mm H (400 liters)	R	4,028.00		
1024	Lockable Cupboard	1000mm W x 500mm D x 880mm H	R	869.00		
1025	Desk	1000mm W x 500mm D x 760mm H	R	869.00		
ACCESSORIES						
1012	Ashtray / Dustbin	270mm Diam. x 620mm H	R	169.00		
1012A	Small Dustbin		R	47.00		
1020	Retractable Barrier	280 Diam. Base x 915mm H & Extends up to 1.7m	R	371.00		
1044B	Scatter Cushion - Black	400mm x 400mm	R	63.00		
1044L	Scatter Cushion - Lime	400mm x 400mm	R	63.00		
1044BO	Scatter Cushion - Burnt Orange	400mm x 400mm	R	63.00		
1044R	Scatter Cushion - Red	400mm x 400mm	R	63.00		

EXHIBITOR MANUAL

1044BL	Scatter Cushion - Blue	400mm x 400mm	R	63.00		
1044Y	Scatter Cushion - Yellow	400mm x 400mm	R	63.00		
1045A	Tall Clothes Rail	1050mm W x 500mm D x 1525mm H	R	307.00		
1045B	Short Clothes Rail	1300mm W x 505mm D x 1280mm H	R	307.00		
1053	Easel	1100mm W x 900mm D x 1570mm H	R	339.00		

Please email the order form to jabu@3ddesign.co.za

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 7 – CARPET HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE		DATE	_____

SHELL SCHEME STANDS

Please refer to carpet colour swab attached and specify your first and second carpet colour choices below: The organiser's choice of colour charcoal will be used unless specified below.

CARPET COLOUR	
COLOUR 1	_____
COLOUR 2	_____

RAW SPACE EXHIBITORS









If you require carpeting please complete the following

DETAILS	m ²	SUB TOTAL	14% VAT	TOTAL
Carpeting (R30.00 per m ²)				









COLOUR 1	_____
COLOUR 2	_____

SPECIFY YOUR CARPET LAYOUT:					
	STANDARD (colour 1 only)				
	CHECKERED (colour 1 & 2)				
	BORDERED (colour 1 on the outer border, colour 2 in the inside)				
	OTHER (please specify or attach diagram)				

Main Colours

 Amber Two001	 Blue Two002	 Charcoal Two003
 Green Two004	 Lava Red Two005	 Maurities Blue Two006
 Raven Two007	 Quick Silver Two008	

Additional Colours (Limited stock)

 Brown Two009	 Burnt Orange Two010	 Camel Two011
 Mauve Two012	 Maroon Two013	 Purple Two014
 Red Two015	 Sea Green Two016	

Please email the order form to jabu@3ddesign.co.za by 22 January 2016

FORM 8 – PLANT HIRE

COMPANY NAME	_____
CONTACT NAME	_____
STAND NUMBER	_____ STAND SIZE _____
SIGNATURE	_____ DATE _____

Item	Description	Pot Colour Options (Please Circle choice)	QTY	Price Excl Vat
DEC01	Cone Décor Pot with Bamboo Canes	black / brown / white		237.00
DEC02	Cone Décor Pot with small plant	black / brown / white		237.00
DEC05	Cone Décor Colours - with plant	Lime / Orange / Yellow (limited qty)		250.00
DEC06	Small Bonsai in Décor Cone (apprx 1.2m)	black / brown / white		250.00
P1	Large Plant (1.5 - 1.8m high) - with Bark Chips	charcoal / terracotta / stone		237.00
P2	Large Plant 1.5 - 1.8m high) - with Greenery	charcoal / terracotta / stone		265.00
P3	Large Plant (1.5 - 1.8m high) - with Colour	charcoal / terracotta / stone		265.00
P4	Small Plant (approx. 1m high) - with Bark Chips	charcoal / terracotta / stone		202.00
P5	Small Plant (approx. 1m high) - with Greenery	charcoal / terracotta / stone		229.00
P6	Small Plant (approx. 1m high) - with Colour	charcoal / terracotta / stone		229.00
P7	Standard / Lollipop Tree - with Bark Chips	charcoal / terracotta / stone		273.00
SSADD	*Stainless Steel Pot Surcharge (P1 - P7)			80.00
P9	Table Top Arrangement - 30cm Width with Greenery	black / white		140.00
P10	Table Top Arrangement - 30cm Width with Cactus	black / white		140.00
P10B	Cactus in small glass vase (apprx 15cm x 15cm)	glass		140.00
P11	Table Top 30cm pot with Bonsai - Small	black / white		185.00
P11L	Bonsai - Large (approx 1m)	black / white		273.00
P16	Table Top Arrangement - Pot with Colour	black / white		150.00
P12	750mm Trough with Greenery	charcoal		177.00
P13	750mm Trough with Greenery and Colour	charcoal		193.00
P14	750mm Trough with Colour	charcoal		212.00
P15	Plantscaping - Per Square Meter (half sqm increments)			482.00
P15-Col	Plantscaping With Colour per square (half sqm increments)			562.00
P17	White Pebbles - per Square meter			148.00
P18	Bark Chips - per Square meter			120.00
FLO001	Orchid (1 stem) in small glass vase			215.00
FLO002	Orchid (1 stem) in small white pot			215.00

FLO003	Orchid (1 stem) in Mars Vase (white)		285.00
BA01	Beaded Aloe in décor cone (apprx 1.2m high)		250.00
BB01	Beaded Bonsai Table top (approx 40cm high)		150.00
DC2	Basic Delivery Charge 2	Expo Centre (NASREC), Jhb Central	350.00
DC3	Basic Delivery Charge 3	Emperors Palace, Birchwood	500.00
DC4	Basic Delivery Charge 4	CSIR, Tswane Showgrounds	550.00
			Subtotal
			14% vat
			TOTAL

* A delivery fee may be charged depending on venue area

* A delivery fee will be charged on all orders under R600.00 excl vat.

* Flower arrangements are available on request in conjunction with plant orders. Please allow time for outsourcing.

<u>Conditions</u>	<u>Banking Details</u>
<ul style="list-style-type: none"> * All orders to be confirmed via email at least 4 days prior to the event. * Payment Terms are strictly EFT before delivery unless otherwise arranged. * Vat is not included in these prices and is chargeable on all items. * Prices are per show for a maximum of seven days and are for hire only. * The exhibitor / signee will be accountable for lost or damaged stock. * A delivery charge will be added for out of area deliveries. 	Account Name : Tree-Mendous Pot Plant Hire cc Nedbank Fourways, Branch Code: 168405 Current Acc No: 1684 089 654 SWIFT Code: NEDSZAJJ (outside RSA)

Please email the order form to treemendous@mweb.co.za

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 9 – STAND SECURITY

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Lodge Security will be supplying the event with all security requirements during the course of the Exhibition at the contracted venue; NO OTHER Security Company will be permitted on-site.

Whilst we provide general security on site and in exhibition halls, it should be noted that the Exhibitors are responsible for the security of their stand and its contents, including any items on hire. Please select one of the below options

Payment must be made DIRECTLY to **Lodge Security** after receipt of invoice. Services will not be supplied until full payment has been received.

OPTION A – EXPOSCREEN (Delivery date 29th February from 17h00 and collection 2nd February at 08h00)

All ExpoScreens-related payments must be made DIRECTLY to ExpoScreens; equipment remains the property of ExpoScreens.

DESCRIPTION	COST	SUB AMOUNT
Expo Screen hire 2m or 3m	R1121.25	
Expo Screen hire 4m	R1495.00	
Expo Screen hire 5m	R1868.75	
Less 20% discount (only for orders & full payment received before start of build-up)		
	SUB TOTAL	
	14 % VAT	
	TOTAL	

Please email the ExpoScreens order form to petra@exposcreens.co.za 22 January 2016

OPTION B – SECURITY GUARD (please tick and fill in required information)

	29 th February Build up	1 st March Show Day	2 nd March Show Day
Day Shift			
Night Shift			

DESCRIPTION	QTY	COST	SUB AMOUNT
Security Guard Day Shift (12 Hours)		R490.00	
Security Guard Night Shift (15 Hours)		R650.00	
		SUB TOTAL	
		14 % VAT	
		TOTAL	

Please email the security order form to jaco@lodgevents.co.za by 22 January 2016

FORM 10 – FREIGHT FORWARDING & HANDLING

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

Please note that should we not contact you, please take your booking date and time as confirmed.

MATERIAL HANDLING FORM * DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016

DESCRIPTION OF FREIGHT OR EXHIBITS		DESCRIPTION OF SERVICE						
NO. OF PIECES		WEIGHT	DIMENSIONS (CM)			VOLUME (CBM)	RATE R500.00/CB M. MIN CHARGE 2 CBM	SUB TOTAL
			L	W	H			
	FORKLIFT HIRE UP TO 2 TONS (OFFLOAD & RELOAD AFTER EXHIBITION)							
	STORAGE OF EMPTY CASES ON-SITE						RATE R 100.00/CBM . MIN CHARGE 2 CBM	
							TOTAL	

DELIVERY DATE:	DELIVERY TIME:	
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		
LABOUR FOR STAND DRESSING	STORAGE OF EMPTY CASES	
INTERNATIONAL FREIGHT FORWARDING & CUSTOMS CLEARING	FORKLIFT HIRE	

Please note:

- Free porters with trolleys to assist exhibitors to off load, deliver exhibits to stand & reload after exhibition.
- A forklift up to a max of 2000 kgs will be available on-site. Please request for a quotation. SEE ABOVE
- Responsibilities at this venue are to Controlling the loading bay's to ensure that each and every exhibitor gets the same opportunity to enter the loading bay to offload and reload his or her exhibits and Traffic control
- **Important information to remember:** Once your vehicle has been offloaded, it must be removed to the parking area allocated by the show organisers. Under no circumstance, would you be allowed to park in the loading bay
- All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Sandton Convention Centre.
- It is the responsibility of each exhibitor to ensure that their exhibits are adequately insured during build up, show and break down period including the period exhibits are handled by TST On-Site Management & Logistics cc. Neither TST On-site Management & Logistics cc nor the organisers or the venue owners will be held liable for any theft, loss or damage.
- **Terms and conditions** All work is undertaken in accordance with our Standard Trading Conditions and endorsed by the Sandton Convention Centre. All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Sandton Convention Centre.

Please email the order form to tyron@tstonsite.co.za by 22 January 2016

FORM 11 – NOTICE OF INTENT

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

All exhibitors with raw space stands or designer stands must please complete the following form. If this form is not completed you will not be allowed to build up your stand according to the Safe Working Practices Act. We advise that the following contractor has been appointed to erect the above stand and or install electrics. We also confirm that they have understood and agreed to the contents of the Exhibitor manual and agreed to the relevant regulations issued

NOTICE OF INTENT FORM – (PLEASE COMPLETE THE FOLLOWING)

APPOINTED STAND BUILDER	_____		
CONTACT PERSON	_____		
POSTAL ADDRESS	_____		
TELEPHONE	FAX	_____	
MOBILE	EMAIL	_____	

BRIEF DESCRIPTION OF WORK TO BE CARRIED OUT. PLEASE PROVIDE 2 COPIES OF ALL DRAWINGS AND FULL DETAIL OF ANY ELECTRICAL WORK

SIGNED FOR EXHIBITOR	DATE	_____
SIGNED FOR CONTRACTOR	DATE	_____
SIGNED FOR ORGANISER	DATE	_____

The following points are compulsory for all stand contractors/builders;

- If the stand builder installs electrical work the electrician will have to produce an electrical compliance certificate. Every level of a double storey stand has to have a fire extinguisher.
- Safety file: All documents must be updated for the specific event, Appointment letter, Letter of Good standing, Public liability, Copies of id documents of all the workers on site, Toolbox training update for event, training certificates of workers, licenses for cherry pickers, forklifts any construction vehicles if they will be using, copies of service dates of pressure tools and compressors and then also all the rest of the requirements for the Safety file.
- All workers must wear the basic PPE, Hard hats, Safety boots the following when do cutting, gloves, mask, earplugs if noises and safety goggles, when working on heights, harnesses'.
- Updated inspection files for Stepladders and Scaffolding, no homemade stuff.
- Any exhibition stands above 2.5m or a designer stand must be presented to the City of Joburg, contractors are welcome to do that themselves or complete the order form and send to the safety manager in due time, also, the full payment for designer stands must be done and the proof of payment must be faxed before Lodge Safety will present the stand, if a contractor build more than one designer stand they will pay for each design the price as on the agreement document.

- Contractors and exhibitors are not allowed to use isle space at all by law, isles are for evacuation purposes and public movement only.
- Contractors are not allowed to build in front of Emergency exits or fire equipment.
- Contractors must work according to the Building regulations.
- Designer Stand Plans/Drawings needs to be submitted to the EMS Office 14 Days prior to the commencement date of the Event. This is an EMS Regulation. **The submission fee is R480 per design. Late submissions are charged at R950 per design. For more information please contact jaco@lodgevents.co.za**
- If the plans/Drawings are not submitted 14 days prior to the commencement date of the event, Lodge Safety can't guarantee that the plans will be approved.
- Payment for the EMS Approval of Designer Stands needs to be made to Lodge Safety prior to the start of the event.

Please email the form to tanys.goosen@terrapinn.com

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 12 – PLASMA SCREENS AND AV HIRE

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	STAND SIZE	_____	
SIGNATURE	DATE	_____	

DESCRIPTION	QTY	PRICE PER DAY	No: DAYS	TOTAL
15", 17", 19" or 23" Screen Plasma Screen		R250.00		
32" Screen Plasma Screen + Stand and Draping		R300.00		
42" Screen Plasma Screen + Stand and Draping		R700.00		
50" Screen Plasma Screen + Stand and Draping		R850.00		
65" Screen Plasma Screen + Stand and Draping		R2 100.00		
DVD Player (NB: Please note content must be in DVD PAL and saved in DVD loop format)		R300.00		
Acer Laptop + lock + Office 2010		R360.00		
Acer Projector 2200 Lumens		R300.00		
Perfect Que (Presentation Clicker)		R325.00		
HP P1102W Laserjet Printer 18ppm (Excludes toner)		R300.00		
HP Laserjet 2420dn/P2505dn/1606dn 25-35ppm (Excludes toner)		R500.00		
Canon Pixma IX400 A3 Colour Printer (Excludes toner)		R400.00		
			SUB TOTAL	
			DELIVERY FEE	R210.00
			14% VAT	
			TOTAL	

Installation Date & Time:	_____
Derig Date & Time:	_____
What are you connecting?	_____
How will you connect HDMI or VGA or USB?	_____

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not. Should the full amount not be settled by the time of the show, you might be liable for additional charges which will then be payable by the exhibitor to the supplier in South African Rands on the build-up day/s of the exhibition or conference, please note that NO foreign money will be accepted. Please note that our suppliers reserve the right not to supply any services without full payment

Due to the international exchange rate constantly fluctuating, it would be greatly appreciated if you could insure that all South African Tax Invoices gets paid in full, ensuring the Rand value presented on the invoice is met accordingly.

Please email the order form to amyh@redcherryrentals.co.za by 22 January 2016

FORM 13 – TELECOMMUNICATIONS

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	_____	STAND SIZE	_____
SIGNATURE	_____	DATE	_____

NAME OF EVENT	Africa's Payments, Banking & Retail Show 2016		
DATES OF EVENT	_____		
BILLING NAME	_____		
POSTAL ADDRESS	_____		
		CODE	
E-MAIL	_____		
PHONE NUMBER	_____	FAX NUMBER	_____
<p>Conference IT operates a helpdesk at the SCC. Should you experience problems with any of their equipment or services, please contact 0861 422 322. Please nominate a person who will assume the responsibility for logging these calls.</p>			
NOMINATED PERSON	_____	MOBILE NO.	_____
VAT REGISTRATION NO.	_____		

Description of Event Rentals	Period/Unit	Price before Tax	Order
Audio Visual			
DVD Player	Per day	R 265.00	
32" LCD HDMI/VGA/USB/RCA	Each	R 318.00	
42" LCD HDMI/VGA/USB/RCA	Each	R 449.97	
50" LCD HDMI/VGA/USB/RCA	Per day	Price on Request	
LCD Stand with Sock	Per day	R 181.26	
Cables			
CAT6 – RJ45	Per day	R 95.40	
CAT3 – RJ11	Per day	R 47.70	
Computers			
Laptop – 15" Screen, 2GB RAM, Windows 7/8 – (MS Office not incl)	Per day	R 371.00	
Microsoft Office 2007/2010	Each	R 106.00	
Laptop/Desktop + Internet	Per day	R 689.00	
Consumables			
Paper Ream – A3	Ream	R 180.20	
Paper Ream – A4	Ream	R 63.60	
Epson HD Projector	Per Day	R 339.20	
Projector Screen 1.8 x 1.8 M	Per Day	R 148.40	
Internet			
4Mbps ADSL - Line Only	Per Day	R 316.94	
6 Mbp/s ADSL Line + Router + 5GB Data	Per day	R 1,802.00	

AFRICA'S PAYMENTS, BANKING & RETAIL SHOW 2016
EXHIBITOR MANUAL

6 Mbp/s ADSL Line ONLY	Per day	R 795.00	
1 Mbp/s Fibre – Unlimited data	Per day	R 795.00	
10 Mbp/s Fibre – Unlimited data	Per day	R 6,360.00	
100 Mbp/s Fibre - Unlimited Data	Per day	R 52,998.94	
15 Mbp/s Fibre - Unlimited Data	Per day	R 9,540.00	
20 Mbp/s Fibre - Unlimited Data	Per day	R 12,720.00	
2 Mbp/s Fibre – Unlimited data	Per day	R 1,802.00	
4 Mbp/s Fibre – Unlimited data	Per day	R 3,180.00	
5 Mbp/s Fibre – Unlimited data	Per day	R 3,710.00	
50 Mbp/s Fibre - Unlimited Data	Per day	R 31,798.94	
75 Mbp/s Fibre - Unlimited Data	Per day	R 44,518.94	
8 Mbp/s Fibre – Unlimited data	Per day	R 5,565.00	
Labour			
Photocopier Technician	Per day	R 1,590.00	
Labour – Setup/Breakdown – Office Hours	Per Hour	R 530.00	
Labour After Hours – Weekdays/Saturdays	Per Hour	R 715.50	
Labour After Hours – Sundays/Public Holidays	Per Hour	R 954.00	
Support Technician	Per day	R 1,060.00	
Networking			
Telephone Hybrid To attached To PA System	Per day	R 1,272.00	
Patch Point + link to VLAN ID	Per day	R 159.00	
Port Rental – 1GB – POE	Per day	R 159.00	
8 Port hub/switch – 100MB/1GB	Per day	R 106.00	
Create a secure VLAN	Each	R 371.00	
Phone Lines			
Analogue Line – Fax/Speedpoint	Per day	R 206.70	
IP Handsets + line (phone calls only)	Per day	R 265.00	
128Kb ISDN Line	Per day	R 530.00	
Soundstation II with extended 2 Mics. – Excl Analogue Line	Per day	R 424.00	
Printing			
High Volume – Copier/Sorter/Stapler	Per day	R 2,650.00	
Medium Volume – Copier/Sorter/Stapler	Per day	R 1,590.00	
Copies – B&W on Colour Machine	Each	R 1.59.	
Copies – Black & White	Each	R 0.85	
Copies – Colour	Each	R 2.12	
B&W LaserJet 33ppm (No Toner)	Per day	R 371.00	
Colour LaserJet 30ppm (No Cartridge)	Per day	R 445.20	
MPC2500 – Colour Copier/Printer 25 pages PM	Per day	R 2,014.00	
Multi Function Ink Jet – Printer/Scan/Copy/Fax	Per day	R 371.00	
Video Conferencing			
VC Technician	Per Hour	R 1,060.00	
Polycom Video Conference Unit – Excludes Lines	Per Day	R 6,360.00	

PLEASE NOTE

- Please complete the order form in full because all this information is required in order to generate a quotation. A quotation will not be generated should this information not be complete.
- There is a cost associated with the setup, rework and breakdown of each service requested.

- There is a charge for after-hours callouts
- Conference IT is the sole supplier of telecommunications requirements at the SCC
- Conference IT will bill a standard labour rate of One Hour.
- **Conference IT will require full payment of quote before any services are provided. If further billing is required, that will be done after the event.**
- Conference I T will invoice call charges after the event.
- Call charges apply to Telephones/Fax Machine & Speedpoints.

Please email to krishnar@conference-it.co.za by 22 January 2016

FORM 14 – STAND CATERING ORDER

COMPANY NAME	_____	
CONTACT NAME	_____	
STAND NUMBER	STAND SIZE	_____
SIGNATURE	DATE	_____

PLEASE COMPLETE IN TYPE OR BLOCK CAPITALS (WE CANNOT BE HELD RESPONSIBLE FOR MISTAKES FROM ILLEGIBLE HANDWRITING)

EXHIBITION DETAILS

Exhibition Name	_____		Exhibition Date	_____
Hall No	_____	Stand No	_____	Stand Name

ORDER CONTACT DETAILS (details so we can contact you about your order)

First Name	_____			
Last Name	_____	Job Title	_____	
Company Name	_____	VAT Number	_____	
Company Address	_____			
Company City	_____	Postal Code	_____	Country
Direct No	_____	Mobile No	_____	Fax No
Email (important service information will be sent to this address)	_____			
Signature	_____	Account ID	_____	

PLATTER ORDER FORM

Platters- Platters caters for 8 – 10 People	Price Excluding VAT	Qty	Date	Delivery Time	Total Cost
Chicken Deluxe	R 660.00				R
German Sausage Platter	R 630.00				R
Bar Snack Platter	R 580.00				R
Snack Platter	R 610.00				R
Sandwich Platter	R 490.00				R
Breakfast Platter	R 510.00				R
Bowl of Fruit	R 300.00				R
Vegetarian Platter	R480.00				R
Wrapp Platter	R550.00				R

BEVERAGE ORDER FORM

Item- Includes glasses and Ice	Price Excluding VAT	Qty	Date	Delivery Time	Total Cost
Windhoek lager 330ml	R 22.00				R
Amstel 330ml	R 22.00				R
Castle 330ml	R 22.00				R
Castle Light 330ml	R 22.00				R
Hansa 330 ml	R 22.00				R
Hunters Dry	R 25.00				R
Savanna- Dry- Light	R 25.00				R
Brutal Fruit - Mango- Berry	R 22.00				R
Coca Cola 330ml	R 16.00				R
Coke Zero 330ml	R 16.00				R

Fanta 330ml	R 16.00				R
Sprite 330ml	R 16.00				R
Sprite Zero 330ml	R 16.00				R
Appletiser 330ml	R 22.00				R
Grapetiser 330ml	R 22.00				R
Bitter Lemon 200ml	R 13.00				R
Lemonade 200ml	R 13.00				R
Soda Water 200ml	R 13.00				R
Mineral Water 500 ml	R 13.00				R
Item	Price Excluding VAT Price	Qty	Date	Delivery Time	Total Cost
White Wines					
Pierre Jordan Tranquille	R 165.00				R
Haute Cabriere Chardonnay	R 195.00				R
Red Wines					
Rupert Rothschild	R250.00				R
Zorgvliet Argentum	R155.00				R
Beyerskloof	R165.00				R
Sparkling Wines					
Pongrac 750 ml	195.00				
COFFEE/TEA ORDER FORM					
Item	Price Excluding VAT Price	Qty	Date	Delivery Time	Total Cost
Coffee Pack (for 20 pax) – includes Coffee, 1l milk, disposable Cups, filter paper, stirrers, sugar & sweetener	R 420.00				R
Tea Pack (for 20 pax) – includes Ceylon, Rooibos, 1l milk, Disposable cups, stirrers, sugar & sweetener	R410.00				R
Mobile Coffee Specialty Bar Per 100 units Coffee based	R2900				R
Includes Coffee Barrister					R
Barrister Booster Pack Per 20 units	R490				R
Please contact us for great details					
STAFF HIRING (dressed in black trousers and white collared shirts) – minimum 4 hours					
Item	Price Excluding VAT Price	Qty	Date- Clock In Time	Date-Clock Out Time	Total Cost
Waiter	R105.00/hr				R
Barmen	R125.00/hr				R
					R
FOOD VOUCHERS					
Item	Price Excluding VAT Price	Qty			Total Cost
Restaurant Vouchers Redeemable at Coffee shops or Public Restaurants.	R100.00				R

	R85.00				R
	R65.00				R

Platters

Chicken Deluxe Platter

Crumbed Salsa Chicken Wings, Chicken Satay, Chicken Chipolata
 Chicken Cocktail Sausage Roll, Peri-Peri Winglets, Cheezy Chicken Bites
 With a Honey Mustard Dipping Sauce

Cocktail German Sausage Platter

Bockwurst, Mini Cheese Grillers, Cocktail Russians,
 Beef Griller, Cocktail Vienna and Chicken Chipolata served with Traditional German Mustard

Bar Snack Platter

Sliced Biltong Pieces, Traditional Dry Wors, Pretzels, Salted Crisps, Assorted Nuts
 Mini Cheddar Biscuits, Olive Tapenade and Hummus dip.

Snack Platter

Cheese and Corn Samosas(V), Peri-Peri Winglets, BBQ Meat Balls, Beef Sausage Cocktail Roll
 Assorted Mini Viennas, Spanakopita (v), Chicken Satay Kebabs served with a Tzatziki Dipping Sauce

Sandwich Platter

Mixed Sandwiches
 Cheese and Tomato, Chicken Mayo and Tuna Mayo
 Rare Roast Beef and Pickle, Egg Mayonnaise

Wrapp Platter

Salami and Cheese, Roast Beef and Gherkin, Feta and Peppadew, Ham and Cheese and
 Chicken and Sweet Chili Tortilla Wrapps

Breakfast Platter

Freshly Baked Assorted Danishes, Muffins, Croissants, Scones
 Accompanied by Preserves and Mini Butters

Vegetarian Platter

Homemade cheese and corn samosas, vegetable spring roll,
 Breaded Haloumi Cheese, Stuffed Jalapeno Peppers, Spanakopita

Bowl of Fruit

Assorted Whole Fresh Fruit
 (Seasonal)

Each Platter serves between 8 and 10 guest

Terms and Conditions.

1. PAYMENT:

- 100 % payment on acceptance of quotation.
- Prices are VAT exclusive
- Any loss or damaged to MEC equipment will be charged to the client. The Equipment will remain the responsibility of the Client until collected by MEC.

2. CONDITIONS:

- The above will be treated as an enquiry until such time the signed order has been received. The company reserves the right to cancel this enquiry should we not receive acceptance as stipulated

3. BOOKINGS / ORDERS

- All function details, final items and quantities etc, should be arranged with Main Event Catering 14 days prior to the date of the Event. A pro forma Invoice will be sent in order to secure the booking.

4. DIETARY REQUIREMENTS

- Vegetarian, Kosher and Halaal catering can be arranged if these meals are required, we have to be informed 7 days prior to the event taking place.
- Please note that any special requirements including the above, carry additional charges.

5. POINTS TO NOTE

- All food and beverage items and / or equipments ordered by a client / company remains the property of Main Event Catering and cannot be removed from the premises or function without prior approval.
- Under the South African Liquor Act, the Main Event liquor licence requires all liquor to be provided by Main Event Catering.
- Menu prices are effective January 2016 and are valid until December 2016.
- All prices quoted are in South African Rands (ZAR) and are VAT exclusive. Full Payment before starting date.
- Main Event Catering reserves the right to substitute ingredients according to seasonal availability and / or supplier availability.

Please email the order form to malcolm@maineventcatering.co.za by 22 January 2016

FORM 15 – VISITOR TICKETS

COMPANY
NAME _____

CONTACT
NAME _____

STAND
NUMBER _____

STAND SIZE _____

SIGNATURE _____

DATE _____

To assist in attracting the attention of the greatest number of clients potentially interested in your products or services, visitor tickets were distributed to all exhibitors. If you would like additional tickets, please return this form.

Should you wish to use our standard template letter to accompany the tickets being mailed to your clients, please fax back this form, and we will e-mail the template through to you.

Alternatively, to save you time and money, the organiser will mail out all invitational tickets AT NO COST to you. Please provide us with your mailing list (which will be kept confidential) as well as an equal amount of invitation letters printed on your company letterhead or complimentary slips by no later than **22 JANUARY 2016** we will do the rest.

PLEASE FILL IN THE FOLLOWING:

Yes, please send us more tickets

Number of additional tickets required

Yes, please e-mail the standard template letter through to me

My e-mail address is _____

Yes, please save us time by mailing our potential clients.

Please e-mail your list to mitchell.matambo@terrapinn.com

TERMS AND CONDITIONS:

If order is received after the deadline date indicated above, a surcharge of 20% would be levied onto the total order. Any orders received before this date, will exclude this surcharge. Please note that the above prices do not include VAT. Full payment is required to confirm your order. Stocks are limited and availability cannot be guaranteed. Goods must be returned in good order and condition. The exhibitors will be charged for defaced and/or damaged goods. Full payment is due on all orders placed, whether utilised or not.

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 16 – DATA SCANNER ORDER

COMPANY NAME			
CONTACT NAME			
STAND NUMBER		STAND SIZE	
SIGNATURE		DATE	

ITEM	QTY	PRICE EX VAT for 2 days	TOTAL
Lead Management - Scanner Hire		R700	
		<u>VAT@14%</u>	
		TOTAL	

TERMS:

Once we have received your order, we will invoice you. Full payment must be made prior to the show or when collecting the scanner on the first day. Payment can be made by transfer into our account or on site in cash in Rands, US Dollars or UK Pounds or Euro's.

Barcode Scanners are available for collection on the morning of the first day of the show from Registration. They should be returned at closing time at the end of each day.

The complete list of leads will be emailed the 1st working day after the exhibition unless alternative arrangements have been made.

NB: A charge of R 3 000.00 will be made for any Data Recorders damaged or lost. Liability in respect of data loss is limited to the amount payable above. The Signatory hereof undertakes to use the equipment only in accordance with the instructions provided. Stocks are limited therefore orders will be processed on a first come basis.

Please email order form to dagny@ees-sa.com

*** DEADLINE DATE FOR SUBMISSION OF ORDERS: 22 JANUARY 2016**

FORM 17- PARKING TICKETS & INTERNET VOUCHERS

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER		STAND SIZE	_____
SIGNATURE		DATE	_____

INVOICING DETAILS		
Africa's Payments, Banking & Retail Show 2016		
COMPANY NAME		NOTES
CONTACT PERSON		
TELEPHONE		
FAX		
MOBILE		
EMAIL		
POSTAL ADDRESS		
VAT NUMBER		

Sandton Convention Centre will be providing the parking tickets and internet vouchers directly to the client.

Payment must be made directly to Sandton Convention Centre after receipt of invoice. Services will not be supplied until full payment has been received and all parking tickets and internet vouchers may be collected on level 1 at the management office on build up day.

DESCRIPTION	COST	QUANTITY	TOTAL
Parking tickets	R43.00 per day		
1 day Internet Voucher	R53.00		
3 day Internet Voucher	R106		

*Please note the Internet Vouchers are a special rate, no guarantee can be given that the price will remain the same on site.

*Please note that parking in the Sandton Convention Centre parking bay is on first come first serve basis. The voucher can also be used at Nelson Mandela Square, Sandton City Mall & Game Store parking bays.

The organiser and the venue will not be liable for refund should there not be parking space in the mentioned bays during the event.

Please email the parking ticket order form to lettie.kekana@tsogosun.com by 22 January 2016

FORM 18 – BANNERS & PRINTING ORDER

COMPANY NAME	_____		
CONTACT NAME	_____		
STAND NUMBER	_____	STAND SIZE	_____
SIGNATURE	_____	DATE	_____

BANNER PRINTING			
ITEM	UNIT PRICE	QTY	TOTAL
X-Frame graphic and banner unit 1.8mx 800mm	R895.00		
X-Frame graphic and banner unit 1.6mx 600mm	R695.00		
Rolla banner complete with graphic and deluxe unit -Wing Shape solid single piece base	R1 095.00		
Rolla banner complete with graphic and standard unit –Box Shape base with 2 turn out feet on bottom	R795.00		
Fabric wall banner 3mx 2250mm complete system with graphic	R4 495.00		
		SUB TOTAL	
		14% VAT	
		TOTAL	

- * Please note all prices exclude VAT and a 50% deposit is required before production may commence.
- * If artwork has to be redrawn it will be charged as extra.
- * Prices include delivery within a 25km radius of Rivonia, Sandton South Africa

Please email the Banner printing order form to rory@raz.co.za by 22 January 2016

PRINTING

Please contact VDH Digital Printing Solutions Digital to assist you with printing of the following products.

Manuals
Reports
Business cards
Flyers/Leaflets
Finishing – Wiro Binding or Perfect binding
Presentation documents etc
T-Shirts
Bookbags
Vinyl Stickers

Please contact sean@vdhprint.co.za or tamsin@vdhprint.co.za by 22 January 2016

FORM 19 – PROMOTIONAL STAFF ORDER FORM	
COMPANY NAME	_____
CONTACT NAME	_____
STAND NUMBER	STAND SIZE _____
SIGNATURE	DATE _____

ITEM	UNIT PRICE PER HOUR	NUMBER OF STAFF REQUIRED	NUMBER OF HOURS	TOTAL
Promotional staff – Hosts & Hostesses	R220.00			
			SUB TOTAL	
			14% VAT	
			TOTAL	

Please note the following

Promo Soldiers – Booth Hosts/ Hostesses and Brand Activators can be selected based on the following:

- Specified looks and clothing sizes
- Specified demographics
- Minimum booking time 3 hours per person
- Client-facing and lead generating staff
- Can be incentivized for sales

Based on the above please specify your hostess requirements below:

Please email the promotional staff order form to Kerith Hulme kerith@soldiersgroup.com or munya@soldiersgroup.com by 22 January 2016

FORM 20– ACCOMMODATION BOOKING FORM



29 February– 2 March 2016

To book your accommodation, please contact us at stay@villasandhotelsforafrica.com
Alternatively you can click on the link below to see which hotels we have secured for you and immediately book your accommodation.

<http://www.villasandhotelsforafrica.com/accommodations/Gauteng/Terrapinn-Africas-Payment-Banking--Retail-Show-2016>

ACCOMODATIONS	Distance to ICC	Shuttle	Wi-Fi	SINGLE BED & BREAKFAST	Select your option
5 STAR HOTELS					
The Hilton Hotel	20min Walk to ICC	Free Shuttle Offered to in-house guests. Shuttle run on set times	Free Unlimited Wi-fi available to in-house guests	R 1 950.00	
4 STAR PLUS Hotels					
Radisson Blu Gautrain	10min Walk to ICC	Free Shuttle Offered to in-house guests. Shuttle run on set times	Free Unlimited Wi-fi available to in-house guests	R 2 425.00	
Da Vinci	5min Walk to ICC	No Shuttle required	500mg Free Per day for in-house guests	R 2 750.00	
4 STAR Hotels					
The Capital 20 West	20min Walk to ICC	Free Shuttle Offered to in-house guests. Shuttle run on set times	Limited Wi-fi available to in-house guests	R 1 255.00	
Courtyard Hotel	5min Drive to ICC	Shuttle Service available at an additional charge.	15min Free Per day for in-house guests	R 1 590.00	
Protea Hotel Balalaika	5min Walk to ICC	Free Shuttle Offered to in-house guests. Shuttle run on set times	Limited Wi-fi available to in-house guests	R 1 355.00	
Garden Court Sandton City	5min Walk to ICC	No Shuttle required	350mg Free Per day for in-house guests	R 1 450.00	
3 STAR Hotels					
City Lodge Katherine Street	20min Walk to ICC	Shuttle Service available at an additional charge.	15min Free Per day for in-house guests	R 1 195.00	



Details in order for us to book your accommodation:

Company Name:			
Names of Delegate(s) as it appears on ID/Passport			
Name:			
Name:			
Name:			
Postal Address:			
Postal Code :			
Tel:			
Fax:			
Email Address:			
Accommodation Information:			
Number of SGL room(s) Required		Number of DBL rooms(s) Required	
Arrival Date:		<i>Please note: Check In Time: 14h00</i>	
Departure Date:		<i>Please note: Check Out Time: 10h00</i>	
Settlement of Account:			
By Credit Card	Note we will send you a secure 3D link. Please note we require the printed name on the front of your card in order to create a link. Also ensure your card is registered for 3D secure payment		
By EFT	Name of Account Account Number Branch Code Bank	Villas and Hotels for Africa (Pty) Ltd 622 622 12310 (SWIFT FIRZAJJ) Tygerberg 201 410 First National Bank	
Please note all accommodation needs to be fully settled 30 days prior to arrival at the hotel			
Signed by the person booking the accommodation :			
Print Name :			
<p><i>To book your accommodation, please contact us at stay@villasandhotelsforafrica.com Alternatively you can click on the link below to see which hotels we have secured for you and immediately book your accommodation.</i></p>			

SUPPLIER CONTACT LIST

DESIGNER FURNITURE, CARPETS, FASCIA BOARDS, ELECTRICAL

Contact	Jabu Mtshali	3D Design
Telephone	+27 11 608 1588	E-mail: jabu@3ddesign.co.za
Fax	+27 86 011 0817	

STAND BUILDER/CUSTOM STAND DESIGNS

Contact	Ziggy Carr	3D Design
Telephone	+27 11 608 1588	Email: ziggy@3ddesign.co.za
Fax	+27 86 011 0817	

VENUE/PARKING TICKETS/INTERNET VOUCHERS

Contact	Lettie Kekana	Sandton Convention Centre
Telephone	+27 11 779 0000	E-mail: Lettie.Kekana@tsogosun.com
Fax	+27 11 779 0010	

SECURITY

Contact	Jaco van Dyk	Lodge Security
Telephone	+27 11 706 6715/+27 82 959 4444	E-mail: jaco@lodgevents.co.za
Fax	+27 86 611 4143	

EXPOSCREENS

Contact	Petra Thiele	Expo Screens
Telephone	+27 82-4148451	E-mail: info@exposcreens.co.za
Fax	0866 274 874	

FREIGHT FORWARDING AND HANDLING

Contact	Tyron Naidoo	TST On-Site Management & Logistics cc
Telephone	+27 82 450 3480	E-mail: tyron@tstonsite.co.za
Fax	+27 866389057	

PLANT HIRE

Contact	Kate Titmus	Tree-Mendous
Telephone	+27 83 310 1550	E-mail: treemendous@mweb.co.za

PLASMA SCREENS AND AV

Contact	Amy	Red Cherry
Telephone	+27 11 440 1303/ +27 76 900 2604	E-mail: amyh@redcherryrentals.co.za

TELECOMMUNICATIONS

Contact	Krishna Reddy	Conference IT
Telephone	+27 861 422 322	E-mail: krishnar@conference-it.co.za
Fax	+27 866 702 344	

FOOD AND BEVERAGES

Contact	Malcolm Tait	Main Event Catering
Telephone	+27 11 508 1622	E-mail: malcolm@maineventcatering.co.za
Cell	+27 76 332 1313	
Fax	+27 11 494 1913	

SCANNERS

Contact	Dagny Jacobs	Exhibition and Event Services
Telephone	+27 11 789 5577	E-mail: dagny@ees-sa.com
Fax	+27 11 507 5337	

BANNER PRINTING

Contact	Rory	Raz Graphics
Telephone	+27 11 807 4379	E-mail: rory@raz.co.za
Cell	+27 82 953 6992	

PRINTING

Contact	Sean or Tamsin	VDH Printing
Sean Cell	+27 76 754 4172	E-mail: sean@vdhprint.co.za or
Tamsin Cell	+27 79 175 9550	tamsin@vdhprint.co.za

PROMOTIONAL STAFF

Contact	Kerith Hulme	Soldier Group
Telephone	+27 11 465 9712	E-mail: kerith@soldiersgroup.com
Cell	+27 82 882 9261	

ACCOMMODATION

Contact	Joline Van Niekerk	Villas and Hotels for Africa
Telephone	+27 21 975 8192	Email: events@villasandhotelsforafrica.com

GENERAL INFORMATION

ADMISSION

The Exhibition is open to professionals, trade and business visitors only. All visitors will have to obtain a visitors badge in order to enter the exhibition hall. For safety reasons, children below the age of eighteen (18) will not be allowed into the exhibition halls at any time, from build-up to break-down.

BUILD-UP

Stand construction – 3D Design only	Monday	29th February 2016	06h00 – 12h00
Raw Space Exhibitor Build up	Monday	29th February 2016	12h00 – 24h00
Shell Scheme Exhibitor Build up	Monday	29th February 2016	15h00 – 24h00

Build-up of stand must be completed no later than **23h00 on Monday evening, 29th February 2016** to allow the hall to be cleaned prior to opening day.

Exhibitors may add the final touches to their stands between **08h00 – 09h30 on Tuesday morning 1st March 2016**. Please note that doors open at 10h00 therefore stands and exhibitors must be ready to receive visitors at this time.

BREAK DOWN

Wednesday 2nd March 2016,

17h00 – 19h00	All exhibitors to clear out stand contents. Anything still on the stand at 19h00 will be removed by the contractors.
19h00 – 24h00	Stand breakdown for the contractors
24h00	Venue Closes.

Official Breakdown will take place on **Wednesday, 2nd of March from 17h00 – 23h00**. Shell scheme stand exhibitors must remove their goods by **19h00 on Wednesday 2nd March**. The organiser, venue and show contractor will not be liable for damage or loss to goods that have not been removed by the stipulated time. Please take note that the exhibitor and contractor's stands, products and displays must be removed by **23h00 on Wednesday 2nd March** as the venue will close. Terrapinn will remove anything left in the hall at the expense of the exhibitor. Please do not break down any stands before the allocated time.

ELECTRICAL PROCEDURES & REGULATIONS

Any electrical installations must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified. All electrical installations must comply with the requirements of the Occupational Health & Safety Act (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983 and the Labour Relations Act (66 of 1995).

Any electrical installation must comply as follows:

- Each installation shall be effectively bounded to earth
- Wiring shall be three core twin and earth, not less than 1.5mm cross sectional and be PVC, electrometric or other plastic sheathing
- Joints shall not be made except where connecting into a circuit and insulated
- Screwed connectors shall be used 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 unless suitably protected

The organiser reserves the right to disconnect the electricity supply to any exhibitor whose installations are violating the organiser's regulation, are dangerous or are likely to cause harm to visitors or other exhibitors.

FIREARM LICENSES

No firearms are permitted in the venue during the duration of the show. If you are displaying any firearms on your stand please insure you apply for a licence from the Firearm Licensing Department.

FIRE REGULATIONS

The Fire Department has laid down the following regulations concerning exhibition stands:
(All stands are subject to inspection by the Fire Prevention Bureau at anytime)

- No stand, other than standard shell scheme, shall be constructed either inside or outside a building, unless or until the Organiser has approved a plan of the proposed construction and general layout

- No highly combustible material such as Hessian, straw, paper, polystyrene etc. shall be used in or on the stand without the approval of the Organiser and without fire retardation treatment being applied to the combustible material
- No solid ceiling may be erected without the approval of the Organiser
- No exhibitor shall exceed, in any way, the boundary of his stand, unless arrangements have been made in writing and approved by the Organiser
- 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
- No structure or display shall be placed or constructed so as to impede the ordinary movement of people, nor shall the existing facilities or signs be constructed 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
- Absolutely no 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 at the Sandton Convention Centre
- It is compulsory to have a fire extinguisher on each level of a double storey stand

FLOOR DAMAGE

Every reasonable precaution necessary should be taken when constructing or working on a stand to ensure that no damage is caused to the floor. Exhibitors will be held responsible for any damage caused to the floor and will be subject to a charge. Damaged or missing carpet tiles will also be charged to the exhibitor.

FREIGHT FORWARDING

"TST On-site Management and Logistics" are the sole official freight forwarder and on-site logistics company appointed by Terrapinn Ltd (SA).

GUIDELINES

- Make sure that your stand is neat and tidy at all times
- Smoking is not permitted on the stand
- Although eating at your booth sometimes cannot be avoided, it doesn't look appealing to visitors. Try to organise eating times in the eating areas provided
- Corporate clothing is recommended for the staff representing your company on your stand. Ensure that the staff manning your stand are well informed about your products and services
- Do not leave your stand unattended. If you must leave ask someone in a nearby stand to keep a watch and inform visitors that you will be right back
- Ensure that you have an ample supply of brochures and business cards
- Do not leave any valuable items unattended
- Please ensure you arrive at the show 15 minutes before opening time to ensure your stand is ready for the delegates/visitors
- Please ensure you wear your exhibitor badge at all times to aid security and to gain easy access to the venue

INSURANCE

The Organiser undertakes no financial or legal responsibility for any type of risk concerning or affecting the exhibitors/visitors, their personal belongings and exhibits. Exhibitors are therefore responsible for taking the necessary insurance to cover their exhibits, the stand fittings and fixtures, the venue and other third parties.

NOISE

The nature of the show is such that noise is unavoidable. Exhibitors must expect and accept a certain level of such noise in their stand area. In the event of justifiable complaints from other exhibitors, organisers reserve the right to determine the acceptable sound level and extent of demonstrations.

OCCUPATIONAL HEALTH AND SAFETY ACT AND REGULATIONS

All exhibitors who have raw space only or have a stand builder constructing their stand should note that in terms of the above act it is compulsory that you complete the Notice of Intent form.

PUBLIC ADDRESS SYSTEM

The PA system is restricted to emergencies and essential announcements only. During the show day's announcements over the PA will be made at the Organisers' discretion.

RAW SPACE STANDS ONLY

All stand designers, stand builders and raw space only exhibitors must familiarise themselves with the information below. All designs for raw space only stands must be submitted to the organiser who reserves the right to reject a design which unreasonably obscures or affects nearby exhibitor sites in any way.

All contractors carrying out work shall observe the Safe Working Practices. The details required are, where applicable:

- The form and dimension of every structural member of the construction
- The materials to be used in the construction
- The form and dimensions of every staircase
- The width and position of every exit and escape route within the stand
- The provision made in the construction of the stand for protection against fire and spread of flames. A fire extinguisher is required on each level of a double storey display

These plans, sections, specifications and written particulars must be submitted in a clear and legible manner.

Structured Stability:

All materials used for decorative finishes to stands shall be:

- Able to pass a test of flammability or for surface spread of flame
- Be fixed taut or in tight pleats to a solid backing
- Be secured at floor level
- Shall not ignite when subjected to a flame for ten seconds
- Any paint used shall be water-based. The use of paint sprayers in the venue is not permitted
- Cavities and spaces around stands shall not be used for storage or empty crates, cartons, boxes or packing material

All raw space exhibitors must order a Distribution board to obtain electricity. This cost will be for the exhibitor's own account.

RULES OF THE EXHIBITION

- Exhibitors may not hand out pamphlets, leaflets or any other articles from any area other than from their stand – this includes freestanding signage
- Exhibitors who have ordered raw space only, may not use the shell scheme walls belonging to another exhibitor
- Long urns of walling, particularly along open perimeters of stands are not permitted
- In the interests of the exhibition as a whole, it may be necessary to remove or alter something on the stand. If the Organiser feels this action must be taken, this would be at the expense of the exhibitor concerned
- The Organiser reserves the right to restrict the number of presentations or demonstrations causing obstructions within aisles, and/or is a nuisance to neighbouring stands
- Under no circumstances will the organiser be responsible for receiving or storing of any exhibit or stand material
- Any damage caused as a result of negligence on the exhibitors stand or raw space stands will be invoiced to the exhibitor concerned
- Special stand construction must receive the approval of the Organisers and their appointed engineers.
- If the depth of any display stand area exceeds 15 metres, in any direction, or is enclosed, an alternate escape route / door must be provided
- If any of the above display stands have a first floor, which is greater than 30m², a second means of escape must be provided
- All building material used to construct display stands must be non-combustible or treated with fire retardant material, with certificates supplied accordingly
- No display stands should be provided with closed ceilings – if ceilings are provided these stands must either be sprinkler protected, or relocated a minimum of 3,5 metres on all elevations away from other stands
- Please fill in the required form if exhibitor would like to hang any hanging banners above or around your stand
- No free standing structure may exceed 6 meters in height or exceed the boundaries of the site allocated. This includes company names, advertising material and logos provided by exhibitors

SAFETY GUIDINES

If your stand is using apparatus involving any risk, the Organisers approval is required. The Organisers need to be informed in writing regarding the following:

- Any material or substances that is hazardous, explosive or of an objectionable nature
- Exhibits that produces fumes or smoke
- Operating of machinery and apparatus
- Use of display of pyrotechnics and lasers
- Use of display radioactive materials
- Use of display of flammable liquids, oils and games
- Distribution of food, drink or tobacco

- Any recording, broadcasting or use of radios, film, sound music, video or any other items that generate excessive noise
- The use of balloons
- Public entertainment, including amusement displays and live performances
- Live animals as part of displays

SECURITY

There will be 24hour general security beginning at build up on the **29th February 2016** from 06h00 until the end of breakdown on the **2nd March 2016** at 24h00. The official security company is the only security allowed in the venue. Companies wishing to order additional security for their stand must please complete the relevant form within the manual. Terrapinn will not be liable for any loss or damages.

Removal of goods during the show hours will require a Goods Removal form, which is obtainable from the Organisers' Office.

SHELL SCHEME REQUIREMENTS

Shell scheme is not included in the raw space only stands. Shell scheme will automatically be supplied if the Shell scheme package has been ordered. Should you not need the shell scheme, please advise the Operations department. The shell scheme panels are 2,5m high and 1m wide.

Exhibitors may not use the reverse side of the walls belonging to another exhibitor. Exhibitors may not paint or hammer sharp objects into the shell scheme panels. Damaged panels will be invoiced to the exhibitor per panel damaged.

Hooks and brackets for mounting displays/pictures on the shell scheme panels will be provided free of charge and can be collected from the organiser's office. Presstick, double-sided Velcro and double-sided tape, can be used for mounting displays and pictures to the shell scheme panels.

Only the official Electrician may be used.

SMOKING

Due to government legislation, no smoking will be permitted within Sandton Convention Centre. There will be designated smoking areas.

STAND CATERING

"Main Event Catering" is the preferred catering company appointed by the venue. Please note that under no circumstances may external caterers be used. For any stand catering, complete form provided below.

STAND CLEANING

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of carpets and removal of rubbish. Additional cleaning for specific stands may be ordered by completing the relevant form included. Please note that the aisle bins are for visitor convenience and must not be removed from the aisles for individual use by exhibitors.

STAND PAYMENTS

All outstanding stand payments must be paid for in full by the dates agreed upon in your contact. **NO STANDS WILL BE ERECTED UNLESS ALL MONIES ARE PAID IN FULL**

TELEPHONE LINE APPLICATION

All telephone lines can be ordered through Siemens. Please complete the Telecommunications form in the manual.

VENUE DETAILS

Address:	Sandton Convention Centre Maude Street (Hall 1) Sandton
Floor loading capacity:	Hall 1: 1500 kg's per m ² (maximum)
Ceiling height restriction:	6meters

Access to loading bay:

Entry can be gained via Maude Street (Hall 1). Exhibitors can off load their goods from commercial vehicles and private cars. Please ensure that goods are off loaded and vehicles are then removed and parked. Any vehicles not abiding by the above will have their wheels clamped and standard penalties will apply.

Fire prevention

All halls have strategically placed fire escapes, with fire extinguishers suited for all types of fires. There are also fire hydrants, to which the fire department is directly connected. These have 30m fire hose reels. The Sandton Convention Centre fire alarm is directly linked to the Sandton Fire Department to ensure immediate response.

Hazardous Items

The regulation limit on Propane or LP Gas in the halls is 19kg. Should there be a requirement for additional gas, this has to be applied for in writing to the Fire Inspector, Sandton Fire Department. If you intend using gas for any reason please insure the operations department are notified two weeks before the exhibition.