



YOUR SPONSORSHIP AND EXHIBITION MANUAL

This guideline provides the necessary information required for the GFFC 2013 Congress.

Please complete **Annexure A, B & C**, by **Tuesday, 19 March 2013** and return to: **Carina du Plessis**, by email: carina@soafrica.com

The manual is not designed to replace our personal service. If you have any questions or require special assistance, please do not hesitate to contact Carina du Plessis on +27 (0) 11 463 5085 or carina@soafrica.com

Deadline for all your service forms: Tuesday, 19 March 2013.

To: carina@soafrica.com or 086 620 4555

YOUR STAND INCLUDES:

Exhibitor Package

3m x 3m Stand:

Shell Scheme Walling with Fascia and One Company Name (Ariel Font-logo is an additional cost)

- 1x Plug Point
- 2x Spotlights (150 WATT)
- 1 x Trestle Table and Two Chairs (Not table cloth is provided)
- 1 x Trestle Table Cloth (Black or White)
- 2 x Chairs
- Part Distribution Board
- 1 x Complimentary exhibitor passes to man the stand for the duration of the Congress



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YOUR KEY CONTACT LIST

Project Manager: Carolyn Ackermann caro@soafrica.com

Event Co-ordinator: Carina du Plessis carina@soafrica.com

Contact numbers: Tel: +27 (0) 11 463 5085
Fax: +27 (0) 11 463 3265

Congress Website: www.gffc2013.com

BANK DETAILS

Account name: GFFC 2013
Bank: Nedbank
Branch: Fourways
Branch code: 168405
Account no.: 1684 174 821

VENUE

Sun City draws thousands of visitors each year to its four top-quality hotels, a Vacation Club plus magnificent sporting and recreational facilities including 2 world class golf courses, and the magical water-park, The Valley of Waves. Only 187km from Johannesburg, the resort is situated in the bushveld of South Africa's North West province, surrounded by the imposing mountains of the Pilanesberg.

The wide choice of conference venues ensure a level of convention and banqueting facilities which few can beat. The malaria-free Pilanesberg National Game Park is home to South Africa's Big 5 – Elephant, Rhino, Lion, Leopard and Buffalo. Sun City Resort is an environmentally friendly destination and has been awarded Gold classification from the Heritage Programme for its commitment to the principles of sustainable and responsible environmental practice. In addition to this, Sun City Resort was awarded the 2007 Overall Imvelo Responsible Tourism Award in South Africa. Imvelo, meaning "nature" in Nguni, forms part of an ongoing hospitality industry campaign to encourage industry members to accept voluntary guidelines by promoting responsible tourism.

DIRECTIONS

Sun City Resort	GPS Coordinates
Northwest Province	E27° 5'58.8012"
0316	S 25° 20' 54.9666"
South Africa	

Directions from OR Tambo International Airport:

Take the R21 north to Pretoria/Polokwane and turn on the N4 and follow the highway to Rustenberg. Just after passing Rustenberg turn right onto the R565 to Sun City/Lost City.

Directions from Lanseria Airport:

Take the N14 to Krugersdorp. Turn right on the R24 to Rustenberg. Turn on the N4 and continue on the R565 to Sun City/Lost City.

Detailed map & directions are available on our website www.gffc2013.com



BUSINESS CENTRE

The Business Centre is located in the Entertainment Centre of the Sun City Resort. The operation hours for the business centre are;

Monday – Saturday 09h00 – 18h00

The wireless hotspots for the resort can be found in the business centre and all hotel receptions and the Superbowl. Vouchers for the internet access can be purchased from the business centre or your hotel reception.

GENERAL INFORMATION

BUILD –UP

10h00 – 22h00	Sunday 7 April 2013	- Stand builders to commence building stands
08h00 – 22h00	Monday 8 April 2013	- Customized & Non-customized exhibitors commence dressing their stands
07h00 – 11h00	Tuesday 9 April 2013	- Finalize dressing exhibition stands
11h00 – 13h30	Tuesday 9 April 2013	- Stands to be completed and ready for inspection, venue cleaning
14h00 – 18h00	Tuesday 9 April 2013	- Exhibition Open
07h30 – 17h30	Wednesday 10 April 2013	- Exhibition Open
17h30 – 20h00	Wednesday 10 April 2013	- Cocktail Party Exhibition Hall
07h30 – 17h00	Thursday 11 April 2013	- Exhibition Open
08h00 – 15h00	Friday 12 April 2013	- Exhibition Open

BREAKDOWN

15h00	Friday 12 April 2013	- Exhibitors to remove their equipment from their stands
15h00	Friday 12 April 2013	- Stand Builders to remove stands

All material relating to exhibitors' stands must be cleared from the exhibition hall and loading areas by 18h00 on 12 April 2013. Items not removed will be disposed of by the organizer at the exhibitor's expense.

PLEASE NOTE: Neither the organizers nor GFFC 2013, nor the security operators at Sun City can be held responsible for any loss or damage to exhibitor property. It is the exhibitors' responsibility to have a representative onsite during build up and break down.

DELIVERIES

Pre-delivery of exhibition material for the Exhibition Hall, Sun City: From **Sunday, 7 April 2013**. Please use the following address for all deliveries to Sun City:

Attention: Carina Smith
AFMA Congress 2013
Chair Storeroom Room, Superbowl – Convention Centre
Sun City Resort
North West Province
South Africa

Mark all deliveries for the attention of Carina Smith
Tel: +27 (0) 14 557 1103
Email: carina.smith@za.suninternational.com

Important: Boxes should be clearly marked with your company name and contact person and indicate box 1 of 5 etc. Boxes will be stored in the Chair Room

Please Note: Neither Sun City nor the Congress Organizer can/will accept responsibility for loss or damage of goods whatsoever.

LOADING & UNLOADING

All deliveries to go directly to the Loading Bay in the Entertainment Centre at Sun City. Once trucks/vehicles have been unloaded they must immediately move to park at the Sky Train Parking at the bottom of Resort.

No Parking Allowed in the loading zone at any time.

IMPORTANT – please advise estimated arrival/offloading times to avoid delays.

See attached Annexure B



CARPETS

Please note that the venue is carpeted. However you may order a different colour at an additional cost. Please select your preferred colour on the service forms.

CATERING & REFRESHMENTS

Should your activity involve food and beverage, approval needs to be obtained from Sun City, as there may be a Sun City surcharge applicable.

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

A full range of catering services is available through Sun City.
Halaal, Kosher and vegetarian catering is available on request.
These and other special requirements can be arranged through the Sun City Event Manager.
Carina Smith. E-mail: carina.smith@za.suninternational.com Tel: +27 (0) 14557 1103

No outside caterers will be allowed to deliver food and beverages to stands in the exhibition facilities if not pre-arranged.

CUSTOM STANDS

- Please inform us if you wish to build your own stand so that we do not provide the shell scheme package.
- Stands must be pre-built and only erected on site.
- No construction over and /or in the aisles is permitted without prior approval from the organizers.
- No construction may be attached to any wall or ceiling
- No bolts, nails or other mechanism may be used to fix any structure to hall infrastructure in any manner, without prior written approval from the organizers.
- All custom-built stands must be limited to 3m in height, including fittings – any stands above 3m in height must supply a COC (Certificate of Compliance).
- **Detailed plans of custom-built stands must be submitted for approval to the organizers by, Tuesday 19 March 2013.**
- Exhibitors installing raised platforms must provide an access ramp for disabled people.

ELECTRICAL HIRE AND SUPPLY

3x3 STAND PACKAGE

- Includes two spotlights and one plug point for every stand booked.
- You may order additional electrical fittings should you wish.
- **No multi-plugs or extension leads will be available on site – please ensure that you bring sufficient supplies with you prior to set-up.**

NOTE: Heavy power users should contact Carina Smith at Sun International on +27 (0)14-557 1103 Should additional or three –phase power be required. Only the appointed electrical contractor may carry out electrical installations.

EXHIBITOR BADGES AND ACCESS

Exhibitor badges may be collected from the registration desk office located in the **Pilanesberg Foyer** during the build-up period and must be worn at all times during the show. Exhibitors who will be making use of their own corporate badges must still display the GFFC 2013 exhibitor badge to gain access to the exhibition hall in the Superbowl (**Exhibitors may have access to the hall from 07:00 on Tuesday, 9 April 2013 to finalize dressing their stands, and 1 hour before the show opens on the other mornings.**)

EXHIBITION TIME

Show hours:

14h00 – 18h00 Tuesday 9 April 2013	- Exhibition Open
07h30 – 17h30 Wednesday 10 April 2013	- Exhibition Open
17h30 – 20h00 Wednesday 10 April 2013	- Cocktail Party Exhibition Hall



07h30 – 17h00 Thursday 11 April 2013 - Exhibition Open
08h00 – 15h00 Friday 12 April 2013 - Exhibition Open

FIRE REGULATIONS

- **Plans for custom-built stands must be submitted to the organizers by Tuesday, 19 March 2013 at the latest.**
- No highly combustible material, such as hessian, straw, paper, polyurethane, polystyrene, etc, may be used in the construction.
- No solid ceilings may be used without prior permission.
- Exits, aisles, emergency signage and fire equipment are to remain unobstructed at all times.
- No liquid petroleum gas (lpg) is allowed without prior written approval
- Excess packing materials are to be stored off site.

FREIGHT HANDLING

Please inform the organizers should you require any freight forwarding and handling for the exhibition. They will be able to refer you to a recommended agent.

HOTEL ACCOMMODATION

Accommodation has been arranged at The Cabanas, Cascades, Sun City & Palace Hotel. Please note that delegates are responsible for making their own reservations, and payment must be made to Sun International directly. Please quote the group ID number listed below to qualify for the Special Congress Rate(s). Space is limited – Book Early.

Palace Hotel: AFMAPALA
Cascades Hotel: AFMA2033
Cabanas Hotel: AFMA2002
Sun City Hotel: AFMA2003

For your accommodation please visit the web-site http://www.gffc2013.com/?page_id=161 or contact Sun International: **Reitumetse Malwale**, Domestic Groups Accommodation Tel: +27 (0) 11 780 7818, grpresv@za.suninternational.com

If you experience any difficulty please contact Carina du Plessis at Tel: +27 (0) 11 463 5085 or carina@soafrica.com

PROMOTIONAL MATERIAL

Should a company have a special request, as a courtesy to other exhibitors and the Congress Office, kindly clear the request with the Congress Office.

No promotional material may be handed out or displayed except the material distributed from exhibitors' own stands or display area. The organizers reserve the right to cancel or restrict activities or presentations that cause obstructions within the aisles, or is a nuisance to other exhibitors

MUSIC & OTHER ENTERTAINMENT

Should a company have a special request to televise sporting events, programmes, play music or broadcast from their stand, as a courtesy to other exhibitors, this may not take place without prior written permission from the Congress Office.

The Congress Office reserves the right to limit the use of sound when it constitutes an interference with other exhibitors.

INSURANCE

Scatterlings Conference & Events, the Organizing Committee, GFFC 2013 and Sun City do NOT take responsibility for any loss or damage to equipment, exhibits and /or display materials suffered by Exhibitors during any phase of the exhibition including build-up and breakdown.

Exhibitors must therefore adequately insure their own equipment, exhibits and display materials against loss (including theft or damage). This insurance can be arranged by your own short-term insurance company.

Please inform Carina du Plessis of Scatterlings Conference & Events should you wish to hire additional security at an additional cost for your stand.



PARKING

There is plenty of closed parking available through the Main Gate at the Sky Train Parking at the bottom of the Resort.

Daily access will be arranged on completion of the Vehicle Access Form.

See attached Annexure B

PORTER/LABOUR SERVICES

Porter services can be arranged at an additional cost.

Labour assistance may be reserved at R65 per porter per hour for a minimum 4 hour shift. Kindly contact Carina Smith for assistance, Tel: +27 (0) 14 557 1103, Email: carina.smith@za.suninternational.com

Please indicate how many persons you would require to carry your equipment to your stand, and on what days and times.

SECURITY

There is 24-hour security from the beginning of build-up to the end of the show. It should be noted that exhibitors are responsible for the security of their stand and its contents. Companies wishing to arrange additional stand security should please inform Carina du Plessis of Scatterlings Conference & Events. The official security contractor is the **only security company allowed** in the exhibition halls/area. Under no circumstances will exhibitors be allowed to use their own security guards. Should you wish to remove goods during show time, you will need a goods removal form, which is obtainable from the organizer's office.

NOTE: We recommend that valuables, particularly of a portable nature, are not left unattended

SERVICE FORMS

DEADLINE DATE: TUESDAY, 19 MARCH 2013

Please read through all the service forms sent under separate cover. Kindly complete and return them by 19 March 2013.

Return these forms on or before this date to ensure that the organizers and their suppliers can provide the best possible service. If you do not return your orders by 19 March 2013, a 20% surcharge will be levied. Services ordered on site will attract a surcharge, which will be calculated on request.

SAVE MONEY AND ORDER NOW.

EXHIBITOR BEHAVIOUR

No exhibitor will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. Sun City reserves the right to limit and/or restrict operations which, for any reason, might be considered objectionable, without any liability for refund and/or damage.

The exhibitor undertakes personal responsibility for the behaviour of any person/s deemed to be staff, suppliers, subcontractors and / or service providers in their employ whilst on Sun City's premises.

The exhibitor also undertakes to ensure no unacceptable behaviour, including the consumption of excessive alcohol, playing of loud music or the use of abusive language, occurs by any such person whilst on the premises of Sun City

FIXING DISPLAY MATERIAL

Display material may be fixed to the exhibition stand walls by means of double-sided tape or sticky-backed Velcro. You must provide this for your own stand. Nails, screws, or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Hooks will be provided to suspend heavier objects.



STAND PACKAGE

Exhibitors who have ordered the 3x3 stand package will each receive:


One plug point, two spotlights (150 watt), shell scheme walling with fascia and 1x company name, part distribution board, 2 x H10A Office Chair (Service Manual), 1 x H115 Trestle Tables (Service Manual).

Exhibitors who have not ordered the stand package will have bare floor space, so will need to order services accordingly. Only one plug point will be provided.


The organizers will be using the octanorm from Oasis Innovations. It consists of white laminated panels with aluminium poles. This system must not be painted or have any sharp objects hammered into it. . Should you wish to have coloured panels, contact the organizers who can organize this for you at an additional charge.

Total Shell Scheme Size = 2500mm x 1000mm
Actual Panel Size = 2420mm x 980mm (3mm thick)
Visible Panel Size = 2400mm x 960mm

1. EXAMPLE OF A TYPICAL 3x3 = 9m² SHELL SCHEME PACKAGE STAND




A. AN AISLE FACING STAND (WALLS ON THREE SIDES OF THE STAND)
REASONING:- THIS STAND IS SURROUNDED BY NEIGHBOURING STANDS



Stand includes :-

- Walling
- Fascia board "Stand Name Board" please refer to index to complete relevant form in the manual
- Electrical : 1 Plug point and 2 spot lights per 9m² stand
- Show Carpets

B. A CORNER STAND (2 SIDES OPEN AND 2 SOLID WALLS)
REASONING:- THE STAND HAS TWO SIDES FACING THE AISLES – WE REMOVE THE SIDE WALL EXPOSING THE STAND TO TRAFFIC FROM BOTH AISLES – THIS SIDE CAN BE WALLED CLOSED IF THE EXHIBITOR REQUIRES.



Stand includes :-

- Walling
- 2 x Fascia boards "Stand Name Board" please refer to index to complete relevant form in the manual
- Electrical : 1 Plug point and 2 spot lights per 9m² stand
- Show Carpets

STAND STAFFING

All stands must be open and staffed during exhibition hours.



WEBSITE













Visitors will be encouraged to visit the GFFC 2013 website (www.gffc2013.com) to obtain exhibitor and sponsor information. All participating exhibitors and sponsors are listed in the show website at no charge. Please send your company logo, 50 word write-up & URL-link to Carina du Plessis at carina@soafrica.com for inclusion on the website and final programme by Tuesday 19 March 2013 if you have not done so already.

SCHEDULE OF IMPORTANT DATES

19 March 2013		50 word write-up, Company Logo & URL Link submission
11 March 2013		Submission of Adverts (where Applicable) high res PDF Full Page = A4 Portrait Half Page = A5 Landscape
19 March 2013		Service from submission deadline date
19 March 2013		Deadline for submission of detailed plans for approval by Fire Department/ Organizers/ Venue
7 April 2013	10H00 – 22H00	Custom stands build up
8 April 2013	08h00 – 22h00	Exhibition build-up
9 April 2013	13h30	Stands to be completed COC's to be handed to Safety Officer
9 – 12 April 2013		Exhibition show days
12 April 2013	15h00 – 18h00	Breakdown



ELECTRICAL REQUIREMENTS_(prices are indicated on the service forms)

 E1 50 Watt Spot on Arm	 E3 150 Watt Floodlight on Arm	 E4 50 Watt Spot on Arm
 E5 Octonorm Light	 E6 100 Watt Spot on Arm	 E7 50 Watt Track Spotlight
 E8 100 Watt Track Spotlight	 E9 100 Watt Track Spotlight	 E10 150 Watt Spot
 E11 50 Watt Downlighter	 E12 50 Watt Tilt Downlighter	 E13 Plug

E L E C T R I C A L L I G H T I N G



⊙ E14

500 Watt Flood Light



⊙ E15

1500 Watt Flood Light



⊙ E16

400 Watt Flood Light



⊙ E17

2000 Watt Flood Light



⊙ E18

2 x 36 Watt -
Energy Saver Floodlight



⊙ E19

150Watt Metal Halide Recessed



⊙ E20

150 Watt Metal Halide



⊙ E21

Double Tube Fluorescent
Lighting - 0,6m



⊙ E22

Double Tube Fluorescent
Lighting - 0,9m



⊙ E23

Double Tube Fluorescent
Lighting - 1,2m



⊙ E24

Double Tube Fluorescent
Lighting - 1,5m



⊙ E25

Double Tube Fluorescent
Lighting - 2,4m



⊙ E26

1000 Watt (Black/Silver) Parcan



⊙ E27

50 Watt Birdie Parcan



⊙ E28

300 Watt



⊙ E29

300 Watt (Black/Silver) Parcan



⊙ E31

Pendant Light



⊙ E32

Pendant Light



⊙ E33

Wrought Iron Chandelier



⊙ E35

Emergency Exit Light



⊙ E36

PVC Standing Fan



⊙ E37

Industrial Fan



⊙ E38

Recessed Extract Fan



⊙ E39

300 Watt Up Lighter



⊙ E41

30 Amp DB - Single Phase



⊙ E42

60 Amp DB - Three Phase



⊙ E43

60 Amp DB - Single Phase



⊙ E44

125 Amp DB

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(011) 210-2500
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**PLEASE NOTE THAT PRICES EXCLUDE V.A.T.
PLEASE NOTE:**

- If you have a space only stand, where no electrics are supplied as part of your stand, plug points cannot be ordered without ordering the power source for them to connect to & draw power from.
- We suggest that (at least) a 30 amp single phase distribution board is ordered. This DB has 3 plug points on it, so extra plug points can then be ordered should you require more than 3.
- This recommendation is based on you using a light current on your stand.
- If you are running heavy electrical items (i.e. machinery, fridges), more power may need to be ordered. Please feel free to contact Oasys for assistance +27 (0) 11 210 2500 / 2561).

PLEASE KEEP A COPY FOR YOUR RECORDS

FURNITURE_(prices indicated on the service forms)





⊙ H10

Deli Chair



⊙ H11 a

Green Frog Barstool



⊙ H11 b

Red Frog Barstool



⊙ H11 c

Yellow Frog Barstool



⊙ H11 d

Ivory Frog Barstool



⊙ H12

Aluminium Chair



⊙ H13

Kalahari Chair



⊙ H14

Visitors Chair



⊙ H16

Marlin Arm Chair



H18

Zobrano Ring Chair



H19

Round C&L Barstool



H21

Waterfall Barstool



H24

Long John Barstool



H25

Cubic Beechwood Barstool



H27

Aluminium Barstool



H28

Solar Barstool
(Black, Red, Silver)



H29

Divo Barstool












H30










Komora Barstool

F U R N I T U R E D E S I G N P L A Y












 <p>H31 Shantung Barstool</p>	 <p>H33 Gelati Barstool</p>	 <p>H34 Chrome Bistro Table</p>
 <p>H35 Beechwood Bistro Table</p>	 <p>H39 Beechwood Table on Chrome Legs</p>	 <p>H40 Beechwood Cafe Table</p>
 <p>H41 Chrome Cafe Table</p>	 <p>H42 a Round Table on Milan</p>	 <p>H42 b Square Table on Milan</p>



 <p>H43 a Square Table</p>	 <p>H43 b Rectangular Table 6 Seat</p>	 <p>H43 c Rectangular Table 10 Seat</p>
 <p>H44 Round Wooden Folding Table</p>	 <p>H46 a Chrome & Glass Coffee Table</p>	 <p>H46 b Chrome & Glass Coffee Table</p>
 <p>H46 c Darkwood Coffee Table</p>	 <p>H47 Chrome & Glass Side Table</p>	 <p>H53 Leather Tub Chair</p>



 H54 Layla Chair a-Red, b-Green, c-Blue, d-White	 H55 Lenny Single Seater	 H56 Lenny Double Seater
 H57 Komodo Single Seater	 H58 Komodo Double Seater	 H59 Lounge Suite a - single, b - Double, c - Seater
 H62 a Nikki Single Seat Black	 H62 a Nikki Single Seat White	 H62 b Nikki Double Seat White



H62 b

Nikki Double Seat White



H63

Maxima Bar Counter



H64

Octanorm Bar Counter



H65

Executive Couch



H66

Floral Couch



H68

Zig Zag Brochure Holder



H68 b

Smart Brochure Holder



H69










Coat Rack



H72 a

Rope Barriers









 <p>⊙ H72 b Beltrack Barriers</p>	 <p>⊙ H73 Watercooler with 20L water</p>	 <p>⊙ H74 Hexagonal Display Plinth</p>
 <p>⊙ H77 Waste Paper Bin</p>	 <p>⊙ H78 Large Waste Bin</p>	 <p>⊙ H80 Perforated Stainless Steel Ashtray & Waste Paper Bin</p>
 <p>⊙ H81 Perforated Stainless Steel Waste Paper Bin</p>	 <p>⊙ H83a Large Refrigerator</p>	 <p>⊙ H83b Small Refrigerator</p>



 <p>H84 Newline Cupboard</p>	 <p>H85 Octanorm Cupboard</p>	 <p>H86 Octanorm Glass Top Counter</p>
 <p>H87 Newline Glass Top Counter</p>	 <p>H88 Newline Showcase Large</p>	 <p>H89 Octanorm Showcase Large</p>
 <p>H89 Octanorm Showcase Small</p>	 <p>H90 Newline Showcase Small</p>	 <p>H92 Standing Shelf</p>

















 H97 Quiet moments	 H98 Zobrano Barstool - Woodgrain	 H101 Beer Bench & Table
 H103 Folding Table	 H106 Plastic Chair	 H121 Locker Unit
 H125 Conference Table	 H127 Umbrella	



PLANT REQUIREMENTS (prices are indicated on the service forms)

POT AND PLANT COMBINATIONS

			
Large Plant with Bark Chips Large Plant with Bark Chip Code: P1	Kentia Palm in Large Sardinia with Greenery Code: P2	Large Plant with Colour Approx. 2m high Code: P3	Small Plant with Bark Chips Approx. 1m high Code: P4
			
Small plant - Greenery Approx. 1m high Code: P5	Small Plant - with colour Approx. 1m high Code: P6	Standard Lollipop Tree Approx. 2 m high Code: P7	Greenery in Stainless Steel Pot 30cm Stainless Steel Pot Code: P9
			
30cm Table Top - Cactus Display 30cm Stainless Steel Pot Code: P10	Bonsai Table Top 30cm Stainless Steel Pot Code: P11	Trough with Greenery Black Trough 750mm long Code: P12	
			
Trough with Colour & Greenery Black Trough 750mm long Code: P13	Trough with Colour Black Trough 750mm long Code: P14	Black Trough 750mm long Plantscaping with Bark Edging Code: P15	

CONDITIONS OF HIRE & SUPPLY:

1. Orders subject to stock availability.
2. Items hired, remain the property of Oasys Exhibitions (Pty) Ltd.
3. NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL WITH ORDER.
4. **Late orders received after the cut off time will be subject to a surcharge of 20 %.**
5. Goods ordered on site will attract an additional transport charge from Johannesburg in addition to the 20% surcharge.
6. Goods damaged, will be charged to the relevant exhibitor.
7. A refundable key deposit will be charged on locks & keys.
8. Items supplied with plug leads & lighting – prices do not include connection fees.
9. The risk of all furniture passes to the client on delivery.



COST INCLUDES:

1 x Complimentary exhibitor registrations per 3m x 3m stands

Complimentary exhibitor registrations include:

- Lunches, 2 x tea / coffee breaks, Welcome Cocktail & Gala Dinner

Additional registrations for exhibitor delegates are available as follows:

- | | |
|---|-----------|
| - Full congress, including the gala dinner | R2,500.00 |
| - Single day, excluding social events in the evenings | R800.00 |

Tickets for social events are available at the following prices:

- | | |
|---|---------|
| - Cocktail Party - Wednesday, 10 April 2013 | R350.00 |
| - Gala dinner – Thursday, 11 April 2013 | R695.00 |

Your exhibition shell scheme structure includes the following:

- Part distribution board
- 1 x plug points
- 2 x spotlights (150watt)
- 1 x H115 Trestle Table (Service Manual)
- 2 x H01A Office Chairs (Service Manual)

For more information please contact Carina du Plessis on + 27 (0) 11 463 5085 or carina@soafrica.com



SUN CITY TERMS AND CONDITIONS (ANNEXURE A)

BASIC EXHIBITOR GUIDELINES AND AGREEMENT FORM

The following are basic guidelines set in line with the Statutory Obligations under the Occupational Health and Safety Act, Act 85 of 1993.

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

The agreement, in its current format, is to be completed and returned to the Congress Office, who will in turn, submit all exhibitor agreements to the Health and Safety Officer at Sun City by the date stipulated and agreed upon in the relevant event function sheet.

Power/Electrical Supply

All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act.

Exhibition Site Inspections

During and after exhibit setups, each exhibition space will be inspected to ensure compliance with:

- The basic Health and Safety Act
- The floor plan and
- Further stipulated regulations in this document

All hazardous items reported by the Health and Safety officer or his/her designate are to be addressed immediately. Failure to comply will result in the rectification by Sun City – at the expense of the exhibition organizer or relevant party involved.

Basic Guidelines for Exhibit Setups and Structures

- a. Fire fighting equipment: At no time may any exhibition stand/equipment or person obstruct access to firefighting equipment or exits.
- b. Storage of Materials: All materials (e.g. storage containers) not utilised by exhibitors, are to be removed from the venue or stored away from walkways, emergency escape areas and areas where electrical supply lines/cables are housed (e.g. back of exhibition stands).
- c. Exhibition Weight Loads: All structures (e.g. shell scheme/s) erected, must be of adequate strength and stability to maintain the applicable load bearing mounting/s, thereby avoiding the collapsing of structures.
- d. No structure may have sharp edges, protruding beams or low frames (min 2.1m height).
- e. Distance between exhibitor stands: A minimum 2m wide pathway (between rows of stands) must at all times be adhered to. No equipment/materials may be displayed/stored in these pathway/s at any given time.
- f. Flammables: Any flammable materials (e.g. spirits, burners, heating appliances, gas apparatus, spirit jellies – etc) must be declared and authorisation given for use.

BASIC EXHIBITOR GUIDELINES AND AGREEMENT FORM



- g. Scaffolding: In the event of scaffolding being erected – a clearance certificate needs to be issued by the applicable contractor (scaffolding engineer).
- h. Hygiene: No food or beverage service is permitted from any exhibitor stand/s, without prior arrangement.
- i. Security: All delegates, exhibitors and contractors must display the necessary accreditation of the event at all times.
- j. Hot Works: Application for a relevant hot works permit is mandatory prior to any hot work activities – e.g. welding. The Chief Fire Officer must be warned so that the appropriate precautions may be taken.
- k. Public Areas: Exhibits in public areas (e.g. foyers) is strictly subject to approval.
- l. The whole area, within the Superbowl is deemed as a non-smoking environment due to current legislation.

Disclaimer

Neither the GFFC 2013 Congress, Sun City nor its staff will be held responsible for any loss or damage to equipment, property or life.

Exhibitor Entry Agreement

I, _____ the undersigned, acknowledge the basic exhibitor rules and regulations, as stated above, and will ensure that all my workmen will conform to these or any other legislation governing the work to be performed whilst on the property of the company.

I also empower the management of the company to stop any infringement of these rules by my employees or myself.

Signed: _____

Date: _____

Designation: _____

Company: _____

Stand No: _____

E-MAIL SIGNED FORM BACK TO: carina@soafrica.com
By Latest Tuesday, 19 March 2013



LOADING SCHEDULE (ANNEXURE C)

AFMA 2013 CONGRESS • 7 APRIL – 12 APRIL • SUN CITY			
Company Name		Stand No.	
Onsite Contact Person:		Mobile No:	
Loading Bay Schedule			
Delivery Company	Contact Person	Offload Date	Estimated Time of Arrival
COMPLETED BY			
Name:			
Date:		Signature:	
E-MAIL SIGNED FORM BACK TO: carina@soafrica.com By Latest Tuesday, 19 March 2013			