

**21st SAAFoST Biennial International Congress and Exhibition 2015**  
**6 – 10 September 2015**

**EXHIBITOR MANUAL**

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**Stand Builders:**

**Exhibition Stands and Events (ESE)**

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**1. EXHIBITOR PACKAGE**

- Structure of the basic booth/shell scheme – 2m x 2m
- 1 x fascia board and company name (no logo) an average of 20 letters.
- 1 x 15 amp power point, shared power
- A double fluorescent light fitting.
- Tables and Chairs

**Where the exhibitor does not require a shell scheme, floor space only plus one single phase distribution board will be supplied.**

**2. STAND CONSTRUCTION**

**Carpeting**

Exhibition hall and the foyer area is carpeted. To increase the visual impact of your stand, you may order specific coloured carpeting to co-ordinate with your corporate colours or stand theme. Please contact us on 031 3687580.

**Shell Scheme Walls**

Each wall is made up of 1m panels, supported within an aluminium frame. Panels are made out of compressed styrene.

**It must be noted that the internal dimension of the stand are slightly less than the external dimension, thus the distance between the walls of a two meter stand is 1960mm, and each panel has an internal /visible width of 980 mm and a height of 2 414mm.**

The aluminium frame protrudes by 30mm from the walling, thus the walling and the frame are not flush.

**Fascia Board and Name**

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

**Fixing Display Material**

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

### **Contracted Design Stands**

Kindly contact ESE if you are looking to build a custom built stand.

- No construction over aisles is allowed.
- No construction may be attached to any wall or ceiling in the venue.
- No bolt, nail, screw, glue, adhesive or other fixing may be used to fix any structure or display into or on the venue infrastructure, in any manner.
- An electrical certificate of compliance must be submitted to the On-Site Exhibition Co-ordinator before the completion of build-up.
- No structure above 3.5m high is allowed under any circumstances whatsoever unless accompanied by a valid Structural Engineer's certificate.

**Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the co**

### **3. VENUE INFORMATION:**

#### **Labour**

The hotel does provide labour when requested, but need 48 hours notice. This assistance includes access, removal to or from the Convention Centre at an agreed time and a charge will be levied per staff member required.

#### **Security**

The hotel can arrange security on behalf of the exhibitor providing 48 hours notice is given. A contract must be negotiated between the exhibitor and the security company and the hotel is not responsible for any loss or damage incurred to equipment whatsoever. All function rooms are locked when required by the duty manager, however this does not include the foyer, lobby and passage areas.

#### **Storage**

Goods for exhibitors must be delivered on the date designated as set up day and NOT the day before then, as the hotel has no storage facilities. All goods are to be delivered to the hotels receiving bay.

#### **Sundry equipment**

The hotel provides standard 15 amp power points as reflected on the plan of the convention centre, however should an exhibition require a large amount of power overall, the hotel must be given 2 weeks notice and a charge may be levied. Exhibitors are requested to provide their own extra lighting (if required), double adaptors, extension cords etc. Should the hotel be requested to provide any specific item of this nature, it will be purchased and charged to the exhibitor. Assistance with the hire of audio visual aids may be done through the hotel.

#### **Credit facilities**

Use of facilities such as telephones, food and beverage and other services will be done on a cash basis except where an exhibitor chooses to sign items to his hotel room. All other credit facilities will be accepted if provision for this is made prior to the exhibition with the management.

#### **Damage to the Hotel Property**

The exhibitor will be held responsible for any damage whatsoever to hotel property. It must be noted that no nailing, pinning, sticking to any surface will be permitted and should this occur, the damage will be charged to the organiser.