



EXHIBITOR MANUAL

11th International Heavy Haul Association Conference 2017
Cape Town, South Africa
02 – 06 September 2017
Cape Town International Convention Centre

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EVENT/EXHIBITION INFORMATION

Scan Display is the official service provider at the IHHA 2017 exhibition.

For space only, exhibitors needing a turnkey custom designed stand solution please contact jane@scandisplayct.co.za or (M) +27 83 70 22 500.

Please see below a technical view of the shell scheme booth which is the standard package offered to all exhibitors with your booking.

To maximise you brand and presence you can upgrade to a custom built stand which will be reusable at future events. To take advantage of this please contact jane@scandisplayct.co.za or +27 21 4091200.



WHAT THE FULL PACKAGE INCLUDES

ITEMS PER STAND	Per stand – 3m x 3m
PANELS:	980 x 2316 3mm PST white panels – No drilling, painting, nailing allowed. – No adhesives other than prestik allowed. – No self-adhesive vinyl allowed. Corner stand: 6 panels In-line stands: 9 panels
FACIA:	– In-line stands – 1 Facia – w2980mm x h214mm – Corner stands – 2 Facias – w2980mm x h214mm
ELECTRICAL STANDARDS	– All lights and plugs are installed in standard positions as indicated. – The electrical regulations stipulate one DB for every four stands. It is unlawful to tamper with, or move this DB. – A 15Amp plug point are centred to the back wall of the booth. – 2 x 11W Scan HB Tube LED lights are fitted to the top of the front fascia beam and approximately spaced with even distribution over the length of the beam. – The maximum loading per plug point is 3Amp/500Watt.
CARPETING:	Carpet tiles - full lay carpet colours available as optional extra.

1. EXHIBITOR ENTITLEMENTS

- A 3m wide x 3m deep x 2.4m high Shell Scheme Booth
- Two Exhibitor Registrations per 9m² booth purchased
- Delegate Bag and Program Book
- A Delegate Contact Details list (subject to privacy laws) emailed within one month of the conclusion of the conference
- Company Name on fascia board
- One Power Point
- Two Spot Lights

Please Note:

The exhibitor registrations are for exhibition booth personal only, it does not grant access to conference sessions.

Additional exhibitor staff registrations are available at R2 000.00 each

Extra Gala Dinner tickets are available to purchase at R 1 000.00 each

INCLUDED ON YOUR STAND (Shell Scheme package)

- Shell scheme walling
- 1 x Fascia name
- 1 x 15amp plug
- 2 x spotlights
- Carpet



2. BUILD-UP

FOR STAND BUILDERS:

2 September: 08:00 – 22:00: Laying out of exhibition venue and installation of shell scheme booths will be done by Scan Display. If you are not using Scan Display for building your custom booth please can you ensure you contact karnette@scandisplay.co.za to ensure you make arrangements with her to accommodate you in load in schedule. Any custom designed stands not being built by Scan Display will also need to submit drawings for approval to karnette@scandisplay.co.za

FOR EXHIBITORS:

All exhibitions are to be completed by 16:30 on 03 September 2017

3. OPENING TIMES

Welcome reception:	3 rd September	18:00 – 20:00
Exhibition:	4 th September	10:00 – 17:00
Exhibition:	5 th September	10:00 – 17:00
Exhibition:	6 th September	10.00 – 18:30

4. BREAK-DOWN

The exhibition closes on 6th September at 18:30. Exhibitors are asked to NOT dismantle their stands before this time.

All exhibitors are to have removed their carry- on exhibits by 20:00.

All stands must be completely removed by 00:00 on 6th September.

Should you have any additional furniture requirements kindly contact Catherine@scandisplay.co.za for assistance.

Note:

The organisers and/or Cape Town International Convention Centre will not take responsibility for any loss or damage incurred by the exhibitor. Exhibitors must take full responsibility for their all items on their stand for the duration of the event until everything is cleared from their stands.

5. ACCESSIBILITY & WEIGHT RESTRICTIONS

Please Note: The exhibition will be taking place in the Ballroom of CTICC. The Ballroom is located on the first floor of the building. Access for exhibition displays and goods are via service lifts. Certain weight and dimension restrictions would therefore apply.

The building has seven service lifts capable of handling a capacity of 1 600kg. The dimensions of the lifts are 1 600mm wide x 2 200mm deep x 3 000mm high and the door opening is 1 100mm.

The Ballroom has limited loading access for exhibitions and set design equipment. It should be noted that the floor load in the Ballroom is 500kg/m².

Please bear the above in mind when planning your display.

6. EXHIBITOR SERVICES

Should exhibitors wish to hire furniture, plants, audio visual or custom stands they can do so through our online portal.

To access the link, please click here. (<http://ihha2017.servicesorderforms.co.za/>)

All exhibitors that require fascia boards must please complete the required order form through this portal.

Alternatively, you can contact Karnette Lategan at Scan Display

Telephone: +27 21 409 1208

Email: karnette@scandisplayct.co.za

For additional services offered by the CTICC (please see list below) please visit <http://www.cticc.co.za/public/SubSites/Services/servicebooking.aspx> to make your booking.

Alternatively, contact the CTICC Operations Services Department:

Operations Services Coordinator

Telephone : +27 21 410 5000

Fax : +27 21 410 5191

Email : services@cticc.co.za

NOTE: All services are to be ordered and paid for upfront, 5 working days prior to the event to secure services. Orders placed after the deadline date is subject to a 20% surcharge.

7. THE CTICC OFFERS THE FOLLOWING EXHIBITOR SERVICES:

A. TELECOMS

The CTICC offers analogue telephone handsets, lines, ISDN lines, fax machines/lines and speed point lines (credit card machine line).

Please note that clients are to provide their own credit card machines as CTICC supplies the connection line only.

B. INFORMATION TECHNOLOGY

The CTICC is equipped with state-of-the-art network and IT-Infrastructure, which consists of:

- Fiber-optic backbone running Gigabyte Ethernet, as well as strategically positioned fiber-optic floor points throughout the building;
- 2000 Data (CAT5e) outlets running at 10/100 MB/s;
- Broadband internet
- Wireless LAN (Hotspots) positioned as shown in the coverage map;
- Outgoing SMTP mail relay

This infrastructure can be configured to offer internet access, VLAN's, VPN, public- or private IP addresses as well as host of custom requirements.

An order placed in advance will ensure the network securely configured at your arrival. All clients are allocated their own VLAN (Virtual LAN), which is either 'blank' or pre-configured with the following services:

- DHCP;
- DNS;
- NAT or Static Public IP Addresses (if requested);
- Outgoing SMTP Mail relay;
- Internet Bandwidth with a 1:1 international contention ratio;
- LAN Connectively with speeds between 100MB and 1GB.

NOTE: No routers or connections are permitted. Only the CTICC contracted IT supplier is allowed to do installations to the CTICC infrastructure.

C. WIRELESS ACCESS

CTICC offers a High Density Wireless Base Station. This service differs from client to client

D. SATELLITE CONNECTIONS

The CTICC has a preferred AV supplier that is able to assist with satellite connections.

NOTE: Please note that clients are to provide their own Smart Card and Decoder as CTICC supplies the connection line only. All satellite installation must be done before carpet is laid and stands are erected due to the satellite points being in the floor trenches and cannot be accessible after the stands are erected.

E. RIGGING

The CTICC has a contracted preferred supplier for rigging. Please note that access equipment for rigging purposes are not included in the rigging quote from our supplier. Access equipment is to be ordered separately and is an additional cost to the client's account. This will apply to both build - up and breakdown.

F. ACCESS EQUIPMENT/OPERATORS

Equipment

All access equipment required may be arranged via the CTICC Operations Services Department. Equipment will be sourced from our preferred supplier and booked based on confirmation and availability thereof.

The CTICC is able to assist with the following units:

- Cherry Pickers
- Scissor Lifts

NOTE: Please note that equipment is hired and charged at a daily rate. Should clients wish to source their own units, they are to advise the CTICC Operations Services & Maintenance Department and complete and submit the relevant access regulation request documents.

Operators

NOTE: Please note that operators are charged at an hourly rate. Please note that the CTICC is able to assist with certified machine operators based on availability.

Clients may source their own operators but are to ensure that operators are certified and comply with health and safety measures as the relevant documentation will be requested on site. The CTICC reserves the right to terminate the operation if operators do not comply with all safety measures or have the relevant documentation on their person.

G. PLUMBING

Scan Display is the contracted plumbing supplier at the CTICC and this service is available on the on-line services manual. Please note that plumbing installations require drawings indicating the layout as to where plumbing points are required in the stand.

H. STAND CLEANING

All exhibitors are responsible for the cleaning of their own stands. Dedicated cleaning of individual stands will be for the exhibitor's account, unless arranged and paid for by the organiser.

I. STAND SECURITY

Please note that exhibitors are responsible for items on their stand, i.e. equipment, displays etc. To ensure dedicated security to the stand, exhibitors may order stand security. The CTICC and the Organisers will not be held responsible for exhibitors' belongings.

J. STAND CATERING & BEVERAGE

Food

The CTICC offers a variety of platters/snacks to exhibitors which will be delivered to their stands on request.

The CTICC is the sole provider of all food and beverage. Any items brought onto our premises are subject to a corkage fee per item and the corkage fee will be at the main chef's discretion and must be paid prior to the start of the event.

If exhibitors wish to sell food items on the premises, 30% of the sales will be due to the CTICC.

If exhibitors wish to hand out samples, it must be limited to a bite size portions.

Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first.

Late orders are only allowed to be placed on the day of the event for the next day only until 15:00 and these will carry a 20% surcharge. Should there be any orders placed after 15:00 then a 30% surcharge will be levied.

Beverages

CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request.

CTICC is the sole provider of all food and beverage. Any items brought onto our premises are subject to a corkage fee per item and the corkage fee will be at the beverage manager's discretion and must be paid prior to the start of the event.

If exhibitors wish to sell beverages on the premises, 30% of the sales will be due to the CTICC.

If exhibitors wish to hand out samples, it must be limited to 85ml.

Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first.



K. EXHIBITOR FREIGHT HANDLING & STORAGE FACILITY

Freight handling and customs clearance services is provided by Exhibition Freighting G.S.M. Exhibition Freighting G.S.M. is the preferred recommended supplier for the CTICC.

The preferred recommended supplier has off-site storage for early deliveries, late dispatches and for the holding of packaging materials. They also take responsibility for the movement of any large equipment within the CTICC that cannot be carried by an individual.

Exhibitors are advised that the cost of insurance cover is not covered by the organiser or the CTICC. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile.

Please note: CTICC does not provide onsite storage.

For any queries please contact Chantal O'Shea from Exhibition Freighting G.S.M on ef-gsm@iafrica.com.

To make a booking please complete the form below:

Seafreight
 Airfreight
 Roadfreight
 Warehousing
 Customs Clearance
 Onsite Services



**SHIPPING
FREIGHT FORM**



EXHIBITION FREIGHTING G.S.M. cc
 Telephone +27 21 552 7248
 Fax +27 21 55 22 349
 E-Mail ef-gsm@ef-gsm.co.za
 Website : www.ef-gsm.co.za

Please complete & email to - ef-gsm@ef-gsm.co.za - so we can assist you further

INTERNATIONAL HEAVY HAUL ASSOC.
CTICC, CAPE TOWN, SA
2-6 SEPTEMBER 2017

Exhibition Freighting will be supplying the following services to exhibitors at the show:

- International transport, Customs clearance, Warehousing, On-site handling facilities,
- Removal & storage, Return of empty cases, Re-export formalities Return transport.

Please note that the **LATEST DATE FOR ARRIVAL OF EXHIBITS IN SOUTH AFRICA** ARE:

- SEA: - CPT 12-Aug AIR: 19-Aug ROAD: 23-Aug
- SEA: - DBN 26 days Courier: **PLEASE DO NOT USE COURIER !!!**

CARGO INFORMATION:					
Case No.	Description	Dims	Cbm	Weight	Value

If an Exhibitor is not present at the booth, at the time of delivery of the goods, a photo will be taken as proof of delivery.

	BUILD UP DATE: BREAKDOWN DATE: DELIVERY TO STAND:				
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We require the following services	<input type="checkbox"/> Packing <input type="checkbox"/> Collection from our premises <input type="checkbox"/> Customs Clearance <input type="checkbox"/> Transport & Delivery to stand	<input type="checkbox"/> Empty case storage <input type="checkbox"/> Return transport <input type="checkbox"/> Porters <input type="checkbox"/> Not applicable
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COMPANY:	STAND NO:
ADDRESS	TELE:
EMAIL:	FAX:
CONTACT:	SIGNATURE:

Please complete and return this Shipping Form directly to Exhibition Freighting GSM as soon as possible.

Members: Clive Nel; Jacqui Nel
 All work carried out, is at owners risk - standard trading conditions apply

L. PARKING

- The CTICC offers multi-access parking to exhibitors at **R45.00** per day per vehicle in P1.
- Exhibitors will be able to purchase from the CTICC Exhibition Services desk - that will be situated in the exhibition area
- Tickets will only be sold during build up and the first day of event **ONLY** until 14:00.
- Exhibitors can purchase with credit card or cash at the Parking Desk.
- Exhibitors/Delegates who purchase these tickets will automatically receive free build-up and break-down tickets.
- Upon entrance into the marshalling yard, exhibitors will have to take a ticket from the parking machine, this will be valid free for 30 minutes and the following charges will apply should exhibitors exceed 30mins (applicable on event days):

The marshalling yard area is the loading area only and not the parking facility.

Clients are only allowed a grace period of 30 minutes for load in and they have to move either to P1 or P3.

Below are the parking rates for the marshalling yard

A. Increase tariffs in the marshalling yard

30min – 1hr	R 100.00
1hr – 2hrs	R 150.00
2hrs – 3hrs	R 200.00
3hrs – 4hrs	R 250.00
4hrs – 5hrs	R 300.00
5hrs – 6hrs	R 350.00
6hrs – 7hrs	R 400.00
7hrs – 8hrs	R 450.00
8hrs – 24hrs	R 500.00

Overnight parking and Lost ticket = R 500.00

- Please make use the pay stations in the Marshalling to validate your parking ticket .
- The reason for this is due to the fact that exhibitors should offload within the allotted 30 minutes and then move their vehicles to either P1 or P3 thereafter. These P1 and P3 tickets can then be exchanged at the exhibitor parking desk in the exhibition hall, for free parking during build up and breakdown on the condition that the exhibitor purchases event day tickets at a cost of R40.00 per day.-
- The only exception to this rule will apply to trucks and vehicles that cannot fit in our P1 or P3 parking lot and that are not parking overnight, but rather offloading in the marshalling yard on a daily basis. These vehicles will also receive free build up and breakdown tickets on the condition that event day parking tickets are purchased at a cost of R40.00 per day.
- Please note that should vehicles that can fit in P1 or P3 wish to park in the marshalling yard or should vehicles wish to park in the marshalling yard overnight, tickets will be at a cost of R150.00 per parking pay as opposed to R40.00.

8. GENERAL INFORMATION

A. ACCESS TO THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE

The CTICC is in the city center beneath Table Mountain and is only a 20-minute drive from Cape Town International Airport. In the same time zone as Europe, and with direct non-stop flights, Cape Town is merely an enjoyable dinner and an overnight flight from both Europe and the United States. Within walking distance of the CTICC are Cape Town's leading recreational amenities, shopping centres and cultural attractions, among which are the internationally acclaimed Victoria and Alfred Waterfront.

B. ACCOMODATION

Cape Town offers a wide range of accommodation from luxury hotels of the highest standards through to quality guest houses. To cater for all budgets the conference has block booked rooms at selected 3-star to 5-star hotels. The hotels are mostly conveniently located within walking distance from the conference venue. Hotel bookings and payments can be made in one easy step, please visit the conference website www.ihha2017.co.za for details.

C. AUTOBANK AND FOREX FACILITIES

An auto cash machine is located in the foyer of the P3 parking basement as well as in the Main Gallery on the ground floor at the CTICC.

Foreign exchange services are available at CTICC at the Bureau de Change located opposite Coffee on the Square which is situated in the Entrance Foyer on the ground floor.

D. BUSINESS CENTRE

A Business Centre is situated at the Hotel & Travel Services Centre on the Main Gallery

Business Services include:

Business and secretarial services, i.e. printing, photocopying, faxing, binding, laminating, typing, email service etc.

E. LOCKERS

There are lockers available to exhibitors and the public in the P3 Basement parking. This is an electronic locker system and offers recharge facilities for mobile phones and laptops. The lockers are used subject to availability by the exhibitors and public.

F. BRIEFCASES/HANDBAGS

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

9. GENERAL HOUSEKEEPING RULES

A. ALCOHOL

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

B. IT INFRASTRUCTURE

1. Only authorized personnel is allowed in the patch rooms
2. Network and VLAN Configuration can only be done by the CTICC IT-Support, after approval from the operation department
3. No standalone Wireless Access Points are allowed due to interference with the house systems.

BALLROOM EXHIBITION HOUSE RULES - THIS IS THE IHHA 2017 EXHIBITION VENUE THAT YOU WILL BE IN, PLEASE PAY SPECIAL ATTENTION TO THESE RULES.

- Maximum height of stand: three meter
- No hot works to take place in ballroom
- No electrical sawing grinding to take place in ballroom
- Load into the ballroom can only take place from Coen Steytler Avenue and not via the main reception
- No driving on the Ballroom carpet is permissible unless the Floor boards are placed to prevent any damages to the carpet
- No painting is allowed on the Ballroom Carpet unless the cover sheet is placed to prevent damages to the carpet

C. CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

D. DAMAGE

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Exhibitor found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

The CTICC appreciates that exhibitors may need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the marshaling yard for this purpose.

E. LIABILITIES

The CTICC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

In addition to the foregoing, the exhibitor shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the exhibitors sub-hirers or participants, which amounts shall be paid by the hirer to the CTICC on demand.

F. MARSHALLING YARD

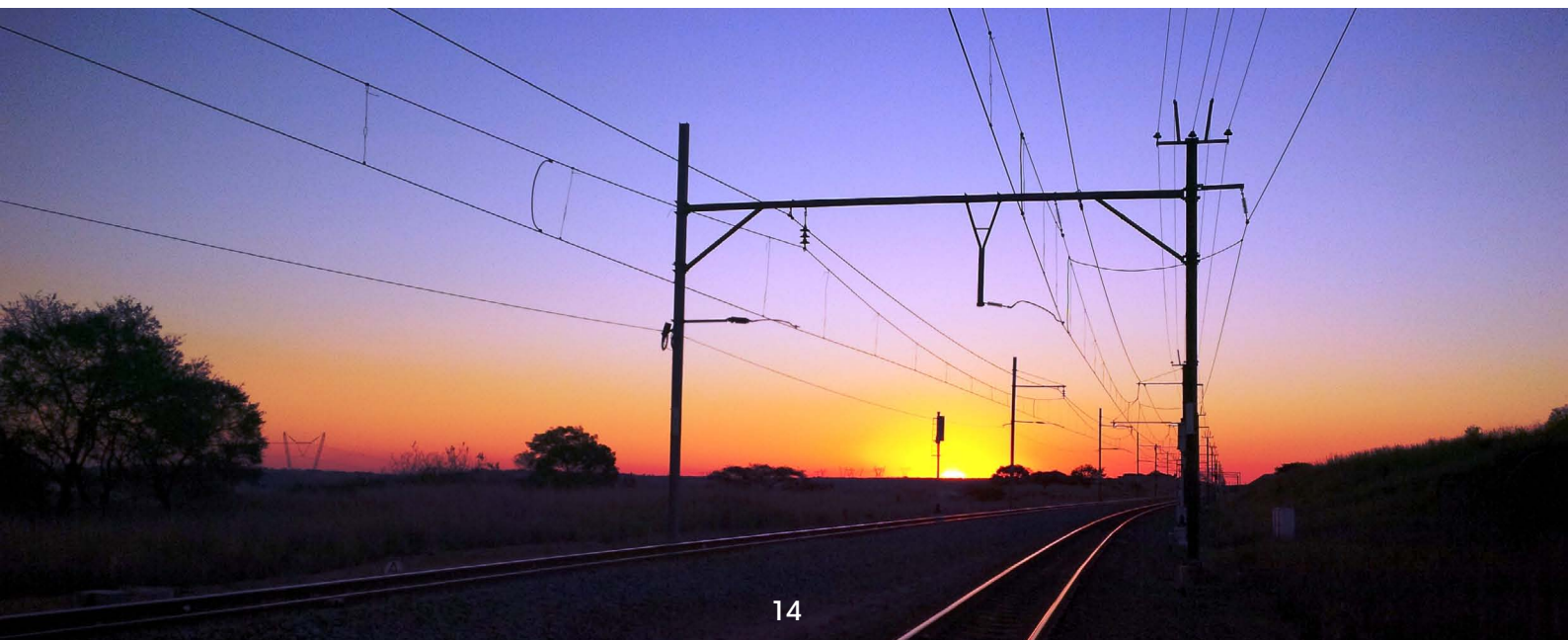
The CTICC's marshaling yard comprises 5 000m² and is situated adjacent to the Exhibition Halls. Each Exhibition Hall, except Hall 1B, directly accesses the marshaling yard via 5m x 7m doors. The yard is easily accessible and reduces build-up and break-down times for functions in the Exhibition Halls. The CTICC can provide traffic marshaling for large events.

G. EXHIBITOR BEHAVIOUR

All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. The CTICC 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

H. ACCESS REGULATION DOCUMENTS/CONTRACTORS ENTRANCE (CUSTOM STAND)

All stand builders to complete and submit the access regulation document to gain access into the building. This is in accordance with the CTICC Rules and Regulations and the Induction Process provided by CTICC.



10. HEALTH AND SAFETY INFORMATION

SAACI (via its Service Chapter) has been cooperating with EXSA over the last two years to develop industry guidelines covering certain aspects of Health & Safety to assist industry members in managing health & safety, and to look towards implementing these guidelines as industry norms into Version 2 of the SANS 10366.

This document is available on the SAACI website, www.saaci.co.za in electronic format at http://www.saaci.co.za/documents/BE7DD_SAFETY%20ACT%20AS%20PROMULGATED%20ENGLISH%20VERSION.pdf

In addition to the Health and Safety Act, the Safety at Sports and Recreational Events Act was gazetted in May and came into effect on 2nd August 2010. It is to prevent crowd violence or intentional damage to the infrastructure.

It aims to regulate and protect the physical well-being and safety of people attending sports, recreational, religious, cultural, exhibitional, organizational or similar events, including the safety of their property at venues. Please refer to the Safety at Sports and Recreational Events Regulation 25, Corporate Hospitality should you require more information.

A. AISLES

The minimum aisle space applicable to all exhibitions is 3 meters. Should any item or structure be placed or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

B. FIRE ESCAPES

Fire escapes are located throughout the venue and are demarcated with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

C. EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-coordinated by the CTICC management.

D. EMERGENCY SERVICES

The CTICC has an evacuation procedure available on request. Event organisers are responsible for ensuring that all emergency and safety procedures are adhered to. The CTICC reserves the right to adjust emergency services according to the event.

The event organisers are responsible for organizing medical assistance for their events. Exhibitors will contact the event organiser in a case of emergency.

In an event of an emergency, the following services will be provided:

- Evacuation lighting
- Essential ventilation
- Computer systems for building control
- Evacuation security systems
- Fully trained evacuation team
- Pressurization of fire escape stairwells
- Specialised emergency services

Please note that all lifts will home to ground and escalators will stop operating. In an emergency, contact the duty manager or call 410-5006 from an outside line, or ext 5006 from an internal line.

E. BANNER HANGING AND RIGGING REGULATIONS

The ceiling in the Exhibition Halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per beam. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to venue signage.

Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the event organiser and CTICC. The CTICC has a preferred supplier to handle all rigging requirements, from the hanging of simple signs, banners, and lights to even cars. The CTICC's accredited preferred supplier is fully compliant with national safety standards.

Further requirements include:

- All banners require the approval of the CTICC management prior to hanging.
- All banners are to be delivered on the FIRST day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of 2 points of suspension; if more are required these will need to be cost accordingly.
- Banner position and height to be agreed upon in writing before installation. The organiser is to provide an overall décor installation plan prior to build-up.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- The event organiser must ensure that banners are cleaned and prepared.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments.
- Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.

F. HESSIAN/THATCH/STRAW/DRAPING (FIRE HAZARD)

- Hessian, thatch and straw are regarded as major fire hazards and event organisers planning to use these as part of their display at the CTICC, will be required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.
- NB: please note that it is the duty of the CTICC management to ensure, by testing, that the products are suitably treated. Should you require a registered fire contractor for this purpose please contact the CTICC Management.

G. FLAMMABLE & HAZARDOUS MATERIAL

- Prior written permission is required from the CTICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

H. DRAPING

- The CTICC does not permit ceiling draping in the Ballroom due to the fire hazard created when draping covers the air conditioning, sprinklers and smoke detectors. Only perimeter draping in the venue is permitted.

I. ASSUMPTION OF RISK FOR EXHIBITORS

- It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.
- Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.
- CTICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of CTICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.
- It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

J. COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by the CTICC management.

K. DOUBLE TIER STANDS

Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorization 30 (thirty) days prior to the event, to comply with legal / safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least 30 (thirty) days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

CONTACT DETAILS FOR ADDITIONAL SERVICES

Contact Karnette Lategan at Scan Display

Telephone: +27 21 409 1208

Email: karnette@scandisplayct.co.za