



ISTMA 2023

16TH WORLD CONFERENCE

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6 - 10 November 2023 > Cape Town International Convention Centre - South Africa

CAPE TOWN INTERNATIONAL CONVENTION CENTRE

EXHIBITOR MANUAL

INSTRUCTION GUIDE



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EXHIBITION SCHEDULE

Event: All Africa Expo Exhibition
Date: 7 – 9 November 2023
Venue: Cape Town International Convention Centre 2, halls 5, 6 & 7 and foyer area

Exhibition Build-up

Scan Display floor layout	Saturday	4 November	02h00 – 24h00
Build Stands	Saturday	4 November	12h00 – 24h00
	Sunday	5 November	06h00 – 24h00
Exhibitors Dress Stands:	Sunday	5 November	12h00 – 24h00
	Monday	6 November	06h00 – 24h00

Clear and clean the exhibition floor: Monday 6 November 02h00 – 08h00

All stands MUST be ready, and areas cleaned of packaging etc. to allow for the room clean

Exhibition Hours:

Tuesday	7 November	10h00 – 18h00
Wednesday	8 November	10h00 – 18h00
Thursday	9 November	10h00 – 18h00

Exhibition Breakdown:

Thursday	9 November	18h00 – 24h00
Friday	10 November	00h00 – 24h00

All display material is to be removed and cleared by the completion time.

Deadline for submission of additional orders and compulsory forms: Monday, 25 September 2023.



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USEFUL CONTACT DETAILS

Event Organizers: SBS Conference & Exhibitions

	Peter Aspinall	Demi Coetzee
Tel:	083 250 5083	076 740 5745
E-mail:	peter@sbs.co.za	demi@sbs.co.za
Website:	www.sbs.co.za	

Exhibition Builders: Scan Display Solutions

Exhibition Infrastructure: Project Manager: Additional Services Orders Project Manager

Adèle Venter		Megan de Lillie
Tel:	021 012 5401	021 012 5401
Cell phone:	072 224 7782	072 224 7782
E-mail:	adele@scandisplay.co.za	servicescpt@scandisplay.co.za
Website:	www.scandisplay.co.za	

Additional stand equipment, such as furniture, electrical fittings, audiovisual, etc, can be ordered from Scan Display. Please follow this link: <https://servicesorderforms.co.za/allafricaexpo/>

Exhibition Freight Services: ef-GSM

Jacqui Nel

Tel:	021 552 7248
Email:	ef-gsm@ef-gsm.co.za
Website:	www.ef-gsm.co.za

Venue:

Events Manager: Michael Collins
Cape Town International Convention Centre 2
Halls 5,6, 7 & Foyer Area

Tel.:	+27 (0)21 410 5000
Email:	michaelc@cticc.co.za



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EXHIBITOR CHECKLIST

6 WEEKS IN ADVANCE OF THE SHOW – BY: Monday 25 September 2023

- Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- Know your stand number and location on the floorplan.
- Create a timetable for your staff to coordinate stock, equipment delivery, and removal.
- Circulate a list to all staff with dates and times, detailing who will be on site.
- Order your stand furnishings and services via Scan Display Solutions.
- Submit your company name as it should appear on the fascia board to Scan Display Solutions.
- Arrange for delivery/shipping of literature, equipment, and display units.
- All designs for custom stand builds must be submitted to Scan Display Solutions, which reserves the right to reject a design, which unreasonably obscures or affects nearby exhibitor stands in any way.
- All stand builders and stand contractors must complete the Notice of Intent form.

3 WEEKS IN ADVANCE OF THE SHOW – BY: Monday 16 October 2023

- Prepare for the set-up of the exhibition stand.
- Prepare tool kit for all items necessary to set up a stand and perform an emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manual, tape, screws, and tacks.
- Organize service payment and deposit into the relevant bank account – no payment, no services.
- Ensure that enough exhibitor badges have been ordered for all the staff required to man the stand via Demi from SBS Conferences.
- Hold a pre-show meeting with the stand personnel to review objectives, responsibilities, and the lead retrieval system.
- Plan post-show follow-up activities.

DURING BUILD-UP AT THE SHOW

- Review Pro-forma invoice/order forms for items ordered.
- Collect exhibitor badges from the Organisers Office, SBS Conferences.



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EXHIBITOR PACKAGE

Exhibitor options

- **Booking space** only and taking a constructed designer stand for the larger strands. You may use your own stand designers or Scan Display
- **Booking a stand package** for the smaller stands in the **Importers and African Tooling Systems** areas. These consist of fabric walls (which may be upgraded with printed graphics), carpets, 15-amp power point, lighting, and fascia name board. Furniture needs to be ordered separately.
- **Pre-Packaged Designer Stands**
If you want your stand to stand out, consider the optional extra of having a packaged designer stand built by the Scan Display Solutions team. These stands represent real value for money as they have the look and feel of a designer stand at a fraction of the cost. Production of the graphic panels is included. Please contact Megan at Scan Display Solutions – servicescpt@scandisplay.co.za or on 021 012 5401.

Shell Scheme Walls

Each wall is made up of fabric supported within an aluminum frame.

Note the internal dimensions of the stand are slightly less than the external dimensions.

.The internal wall sizes of the fabric booths are 2950mm /3950 /4950 wide and 2400mm in height.

Fascia Name Board

Standard fascia names limited to 28 capital characters will be provided for stand packages. Should you wish to order a printed logo for your fascia, this can be arranged for R700 ex VAT per fascia board.

Please book online before deadline date: Monday, **25 September 2023**

<https://servicesorderforms.co.za/allafricaexpo/>

The name of the exhibiting company, as provided by the exhibitor, will be displayed on the fascia board on all open sides of the 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 will result in the exhibition organizers using their discretion in producing your company name.



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Furniture & Equipment

Furniture & equipment can be ordered online from Scan Display

Please book online before deadline date: Monday, **25 September 2023**

<https://servicesorderforms.co.za/allafricaexpo/>

Fixing Display Material

Display material may not be fixed to the exhibition booth walls. Under no circumstances can anything be attached to any surface or wall within the convention centre or the fabric booth walls.

Carpeting

The venue already has carpeting. Should you wish to order specific colour carpets to match your CI, please contact Megan at Scan Display Solutions (servicescpt@scandisplay.co.za), for assistance.

Space Only Contractors

All Space only stands will have to order a compulsory electrical DB board before **25 September 2023**.

Constructed / Design Stands

Prior approval must be obtained from Scan Display Solutions, as soon as possible, and not later than **25 September 2023** if you wish to have a 'design' or custom-built stand constructed.

All 'design' or custom-built stands must comply with the following parameters:

- No construction over aisles is allowed. No construction may be attached to venue walls.
- 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, Megan from Scan Display Solutions, before the completion of build-up.
- No structure above 2.5m 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 construction or dismantling of a stand.



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Construction Work

If construction works, i.e., carpentry, painting, signwriting, etc. are to take place within the venue; all necessary precautions must be taken to avoid any damage to the physical structure of the venue, or its fixtures, fittings, and carpets. Any damage caused by, or on the behalf of, an exhibitor, will be for the account of the exhibitor.

VENUE INFORMATION

The exhibition will be held at the Cape Town International Convention Centre 2, Halls 5,6,7 & Foyer Area

Access Parking

All personnel who wish to offload via the CTICC 2 Marshalling Yard will be required to register their vehicles at the security gate. The Marshalling Yard is for loading and offloading purposes, limited to one-and-a-half hours for small vehicles and three-and-a-half hours for trucks. Vehicles exceeding this time limit are subject to a parking fee. The rates in the Marshalling Yard are to encourage exhibitors and contractors to leave the yard to accommodate other clients. Build-up tickets are issued from the organizer's office.

Build-up parking is available in P5 parking garages and free build-up parking tickets will be issued from the SBS organizer's office. P5 has height restrictions of 2.1 meters. Unattended vehicles in the Marshalling Yard will be clamped and an unclamping fee of R500 is applicable.

Deliveries

The ICC does not allow deliveries to the venue before conference build-up. A freight forwarding agent has been appointed ef-GSM who will receive your items, store and deliver to your stand at the build-up time. Should you wish to use this facility, please contact **Jacqui Nel** at ef-gsm@ef-gsm.co.za

Access to the loading bay

All delivery and collection personnel must be directed to the loading bay area for CTICC 2 As soon as unloading has been completed, all vehicles must be removed to the designated parking area.

No Unloading or Loading of any equipment/materials is allowed via the Front Entrance of the Venue.



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Wireless Internet Connectivity

The CTICC provides up to a 2Gbps link to the internet. Connectivity is provided over a high-redundancy, fibre-based link with 24-hour link monitoring and proactive notifications on link failure or performance degradation. The bandwidth supplied is a premium, symmetrical and uncontended. This enables a single user to use different spaces in the CTICC while linking to the same segmented network, so delegates are not limited geographically. However, access is limited to authorized persons only. The CTICC engineer will customize a dedicated network(s) to accommodate special requests. Please ask for a quote 21 days before move-in. To determine which products will best suit your needs, please contact CTICC.

Cleaning

The exhibition area will be cleaned after all displays have been erected. The exhibition venue will be cleaned nightly. The organizers will not clean the stands (dusting of shelves etc.) because of the increased risk of damaging products or demonstration models or material.

Plumbing

The CTICC's services must be used for any connection to main services ending at a stopcock. Please contact the CTICC Conference and Exhibition Services Department to arrange a meeting to discuss your requirements in terms of plumbing services before completing the order form.

HEALTH AND SAFETY

The venue's new C19Care protocols have been developed in collaboration with health, tourism, and events industry leaders, both locally and abroad, and apply National Department of Health guidelines. Read more here:

[C19 Care | CTICC](#)

Aisles

Clear aisle space must be maintained during the setup and breakdown of exhibitions as well as for the duration of the actual exhibition. The minimum aisle space applicable to all exhibitions is 3 (three) meters.

Insurance

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment, and display material. Neither Scan Display Solutions/SBS/CTICC may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.



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Vehicle Display

The venue must be notified of any intention to bring vehicles into the exhibition hall on confirmation of booking or 1(one) month in advance, so that they may assess the possibility of this request.

However, the following points are necessary:

- The weight and a schematic of the vehicle.
- Weight limits must be advised and confirmed.
- The vehicle should contain only enough fuel to drive in/out of the centre.
- A drip tray must be placed under the vehicle's oil sump.
- Firefighting equipment must be displayed at every corner of the display.
- Vehicles must be locked, and the keys handed to the appointed Safety or Security Officer.
- If the vehicle is on display and open, the exhibitor must always be present.
- All details must be indicated on the load-in plan

Electrical Hire and Supply

All shell scheme stands will receive a single 15-amp power point and 2x Long Arm lights. An exhibitor occupying two units will thus receive two plugs and four lights. This is shared power, and we strongly advise you to hire your dedicated DB board if you intend to use heavy electrical equipment.

Please note that the standard S.A power supply is 220/230volts AC 50 Hz. The U.S made appliances of lesser voltage will need their power supply units/transformers. Plug points take three-pronged round pinned plugs. 3-phase power is only available with prior arrangements, and the payment of an additional fee.

Any exhibitor doing their electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the On-Site Exhibition Co-ordinator after Build-Up. We can only accept this certificate if it was obtained validly, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in the supply of power to the stand being terminated without further notice.

**Due to the strict safety regulations, please take note of the following:

- No twin flex is allowed under any circumstances whatsoever.
- All plugs, cable ties, transformers, distribution boards, and other fittings must be SABS approved.
- No joints or trailing cable is acceptable.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross-section area of 1.5mm² (3 core cab tie).



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- All fluorescent lights must be earthed. Transformers must be mounted on the exhibition structure and may not be placed on the floor.
- Lighting must be looped from fitting to fitting with all terminals being secured and sealed.

Fire Regulations

- No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.
- No solid ceilings may be used without prior permission. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the On-Site Exhibition Co-ordinator during the build-up.
- No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted.

SECURITY

Although the exhibition hall will be locked each night and there will be security guards on duty, exhibitors remain responsible for any material on their stands. The organizers, venue, or any sub-contractor will not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be paid to items such as cellular telephones and laptops. Exhibitors are advised to ensure that their products and equipment are covered by their insurance. Additional Security Guards dedicated to specific stands may be arranged. All costs incurred are for the specific exhibitor's account.

COMPULSORY INDEMNITY FORM

It is every exhibitor's responsibility to ensure that they read, sign, and return the Compulsory Indemnity form. This is a compulsory requirement. No exhibitor will be permitted to exhibit unless the form is signed and emailed by Monday 25 September 2023 to adele@scandisplay.co.za

ACCOMMODATION

Accommodation for the duration of the exhibition is for your account. Rooms have been reserved at a number of hotels within close proximity of the venue at special rates for the event. See the website for details: www.sbs.co.za/istmas2023



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CONTRACTORS' TERMS AND CONDITIONS

Contractors shall ensure that work is executed in all respects under 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 – before all scheduled exhibitions, that exhibition organizer, contractors, and exhibitors take note of the following regulations. This agreement is binding on all sub-contractors engaged by the undersigned parties.

- All requirements of the Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to.
- Any other statutory requirements about the area of the exhibition shall also be adhered to.
- Section 37 – Acts or omissions by employees or mandataries. Subsection 2 states that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandataries, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act;
- When any activity during build-up and/or breakdown periods, is of such nature that it could cause injury to anyone or damage to the environment, all reasonably practicable preventative measures shall be implemented to ensure the health, safety, and/or impact upon the environment.
- No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993;
- Should any chemicals, gases, and/or substances be required to be used during the build-up, breakdown, and/or show periods then all relevant material safety sheets are required on-site (where required in terms of the Act);
- Be advised that this agreement places the onus on the mandatory to contact Scan Display Solutions in the event of inability to perform as per this agreement. However, Scan Display Solutions reserves the right to unilaterally take any steps as may be necessary to enforce this agreement.
- All mandataries are to provide and ensure the correct use of personal protective equipment by their employees at their cost at all times.
- All mandataries are to maintain and ensure that all electrical apparatus and safety equipment is kept in a safe working condition at all times.
- In terms of Section 16 (3) of the Occupational Health and Safety Act, no. 85 of 1993, no appointment(s) will relieve an Exhibitor (employer) to (the contractor or sub-contractor) of any responsibility or liability under this Act.



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COMPULSORY INDEMNITY FORM

Stand #: _____

Exhibitor: _____

INDEMNIFICATION

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

- hereby confirms that all of its employees, agents, and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
- recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against Scan Display Solutions/SBS /CTICC, its employees and/or agents in respect of any loss, damage and/or injury whether same is the result of any negligent act or omission on the part of Scan Display Solutions/SBS/CTICC, its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further;
- the Exhibitor hereby indemnifies Scan Display Solutions/SBS/CTICC, its employees, and/or agents against any claims from the Contractor’s employees and/or any other person, arising and being caused in the manner set out above.

I, Insert the name of the individual, representing Insert exhibiting company name [the Exhibitor], do hereby declare that I acknowledge having read and understood the above statement and confirm that I am duly appointed to sign on behalf of the exhibitor and agree to abide by these conditions.

Exhibitor Name	Exhibitor Signature
Date	Signed at
Scan Display Solutions Representative	Scan Display Solutions Signature
Date	Signed at

Email signed form back to: adele@scandisplay.co.za before deadline date: Monday, 25 September 2023



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NOTICE OF INTENT – FLOOR SPACE ONLY EXHIBITORS

All exhibitors with FLOOR SPACE ONLY or DESIGNER stands must complete the following form and return it to Adele@scandipslay.co.za by 25 September 2023. Failure to complete the form will result in the organizers prohibiting build-up.

We advise that the following contractor has been appointed on our behalf to erect the above stand and/or install electrical equipment. We also confirm that they have read and understood and agree to abide by the relevant regulation's issues.

EVENT: ALL AFRICA EXPO
Cape Town International Convention Centre 2 Halls 5,6,7 & Foyer

VENUE:

EXHIBITOR NAME:

STAND NO:

APPOINTED CONTRACTOR:

CONTACT PERSON:

TELEPHONE:

CELL NUMBER:

E-MAIL:

CONTRACTOR SIGNATURE:



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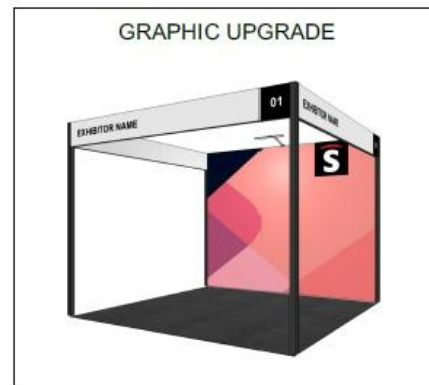
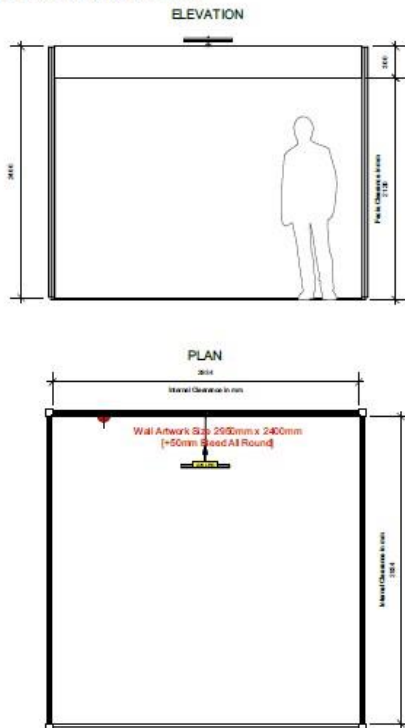
FABRIC STANDS - For African Tooling Systems and Importers

African Tooling Systems stands will be 3 x 3 meter stands and will have open front and backs with side walls. Corner stands will be open on 3 walls

Importers stands will be 3 x 4 or 3 x 5 meters with open fronts with back and side walls. Corners stands will be open on front and 1 side wall.

Samples:

African Tooling Systems
Fabric Booth 3x3 Corner





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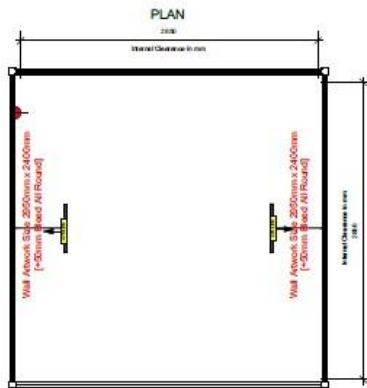
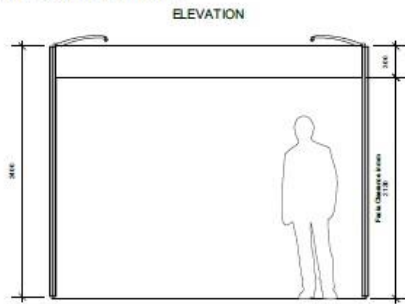
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African Tooling Systems Fabric Booth 3x3 Inline





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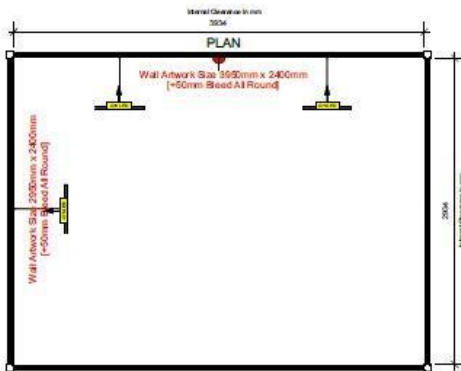
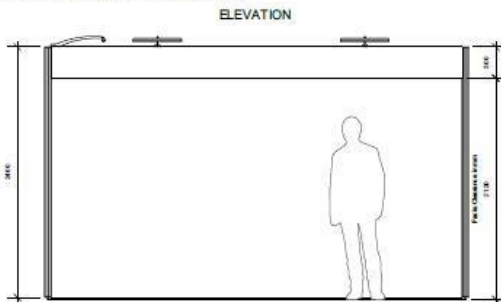
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Importers Fabric Booth 4x3 Corner



SCANDISPLAY





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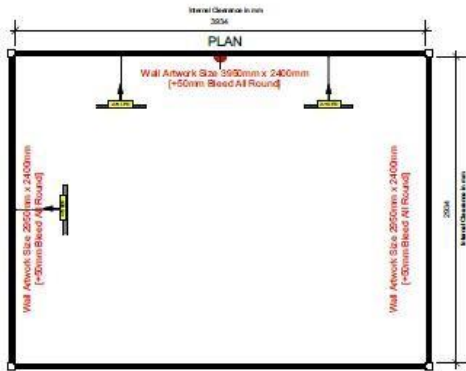
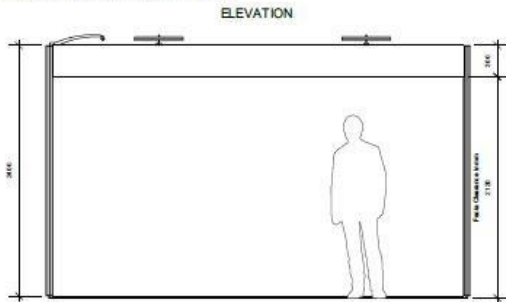
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Importers Fabric Booth 4x3 Inline





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Importers Fabric Booth 5x3 Inline

