

DECOREX[®]
CAPE TOWN

2025
EXHIBITOR
MANUAL

The Future of Living

05 - 08 June

CTICC

Built by



In the business of
building businesses

100%DESIGN[®]
AFRICA

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DECOREX[®]

CAPE TOWN

Dear Exhibitor,

On behalf of the entire team at RX Africa, we would like to thank you for participating in the 2025 edition of **Decorex Cape Town**, taking place from 05 – 08 June at the Cape Town International Convention Centre (CTICC1).

PRE-SHOW

Please review the manual in its entirety as it has been designed to support you with the ordering of services required for your participation at the show. Please share the manual and service order forms with your appointed stand builder and/or staff responsible for the set-up of your stand.

If you have any questions or require assistance with pre-show planning, please feel free to contact a member of the show team listed on page 3 below. For information on how to enhance your exposure at the show including digital advertising, onsite promotions or accessing your Exhibitor Portal, contact the marketing team via Sandra Jardim on sandra.jardim@rxglobal.com.

POST SHOW

At Reed Exhibitions we pride ourselves on being innovative and responding to the needs of the market - we develop our shows based on feedback from our valued exhibitors. Our ambition is to further our expertise and improve the event, so we will be presenting you with a survey at the end of the show, which will give us valuable insights into your business objectives and needs. The survey includes several questions, but the most valuable to us is whether you would promote the show to a colleague or a friend. We call this the Net Promoter Score.

80% of referrals in business are from word of mouth, so the NPS is a crucial metric for us to understand if we are producing a show that our exhibitors find valuable and beneficial enough to promote to their peers. The question is posed as a rating between 0 and 10. Ratings of 9 or 10 indicate that you would refer the show to a friend or colleague - ratings under 6 are considered not likely to promote it - ratings of 7 and 8 are indecisive. We hope that you will take the time to complete the survey after the show so that we are able to improve the value it has to your business and other business for future events.

Thank you again for your participation; we look forward to seeing you in June.



Tracey Williams
Exhibitor Services Manager
RX Africa

ORGANISER**Reed Exhibitions (Pty) Ltd.**

Building 8, Country Club Estate Office Park
21 Woodlands Drive, Woodmead
Gauteng, South Africa
Tel No +27 (0)10 496-3500
VAT No 4420178131

SHOW DATES

Thursday 05 June	10:00 to 18:00
Friday 06 June	10:00 to 18:00
Saturday 07 June	10:00 to 18:00
Sunday 08 June	10:00 to 18:00

BANK DETAILS

Account	Reed Exhibitions (Pty) Ltd.
Bank	First National Bank
Branch Name	Wierda Valley
Branch Code	260 950
Account No	5448 005 8147
Swift Code	FIRNZAJJ

WHERE TO FIND US

www.rxglobal.com
www.decorex.co.za/cape-town
FB - @decorex africa
IG - @decorex africa
Twitter - @decorexSA.
JRNL (our blog) -

WHO TO CONTACT**CREATIVE TEAM**

Anita Bloom	Creative Director	anita.bloom@rxglobal.com	+27 (0)83 455 2702
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MARKETING TEAM

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Zinhle Dlamini	Marketing Executive	Zinhle.dlamini@rxglobal.com	+27 (0)76 595 1146

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Sandy Edwards	Client Relationship Manager	sandy.edwards@rxglobal.com	+27 (0)83 707 3777
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ADMIN TEAM

Josephine Sekwelenkwe	Admin Manager	josephine.sekwelenkwe@rxglobal.com	+27 (0)72 455 7771
Reshnie Naidoo	Senior Coordinator	reshnie.naidoo@rxglobal.com	+27(0)79 175 7402

EXHIBITOR SERVICES – OPERATIONS – SAFETY TEAM

Marita de Vos	Operations Manager	marita.devos@rxglobal.com	+27(0)82 924 4183
Joe Meiring	Logistics Manager	Joe.meiring@rxglobal.com	+27 (0)66 472 3747
Tracey Williams	Exhibitor Services Manager	tracey.williams@rxglobal.com	+27 (0)82 901 8470
Sam Thabang	Jnr Operations Manager	sam.thabang@rxglobal.com	+27 (0)76 204 7510
Ryan Fewster	Safety Officer	ryan@alliancesafety.co.za	+27 (0)84 692 6868

event schedule

BUILD UP – DAY 1

MONDAY 02 JUNE

08:00 – 22:00

Access: Floor Space Only Exhibitors

- The Organisers office will be operational from 08:00 – 18:00.
- Once your vehicle has been off-loaded, it must be removed and parked in either P1 or P3 undercover parking. Under no circumstances will you be allowed to park in the marshalling yard.
- The use of hard hats is compulsory and can be bought from the Services Desk, Hall 2.

BUILD UP – DAY 2

TUESDAY 03 JUNE

08:00 – 22:00

Access: Floor Space Only Exhibitors

- The Organisers office will be operational from 08:00 – 18:00.
- Once your vehicle has been off-loaded, it must be removed and parked in either P1 or P3 undercover parking. Under no circumstances will you be allowed to park in the marshalling yard.
- The use of hard hats is compulsory and can be bought from the Services Desk, Hall 2.

BUILD UP – DAY 3

WEDNESDAY 04 JUNE

08:00 – 22:00

Access: Floor Space Only Exhibitors

Access: Custom Package, SMME, Shop Kitchen, Artist Package & Design MRKT Package Exhibitors

- The Organisers office will be operational from 08:00 – 18:00.
- Once your vehicle has been off-loaded, it must be removed and parked in either P1 or P3 undercover parking. Under no circumstances will you be allowed to park in the marshalling yard.
- **All stands must be dressed and completed by 20:00 on Wednesday 04 June to ensure effective cleaning of the venue.**

LIVE EVENT – DAY 1

THURSDAY 05 JUNE

10:00 – 18:00

- Show Day 1 with access from 08:00 (restocking until 09:30)

LIVE EVENT – DAY 2

FRIDAY 06 JUNE

10:00 – 18:00

- Show Day 2 with access from 09:00 (restocking until 09:30)

LIVE EVENT – DAY 3

SATURDAY 07 JUNE

10:00 – 18:00

- Show Day 3 with access from 09:00 (restocking until 09:30)

LIVE EVENT – DAY 4

SUNDAY 08 JUNE

10:00 – 18:00

- Show Day 4 with access from 09:00 (restocking until 09:30)

BREAKDOWN

MONDAY 09 JUNE

08:00 – 18:00

- All vehicles must **go directly to the stacking yard**, and will be notified when your stand is ready to be loaded in the Marshalling Yard.
- Exhibitors must remove all display materials, brochures, and waste within the time stipulated. After these times, the Organisers will dispose of anything left on stands and will charge removal costs to the exhibiting company.
- Vehicles will only be allowed into the marshalling yard once the stand has been completely dismantled.
- Although security is onsite during the breakdown, there are many service providers and contractors in the hall and the Organisers cannot be held liable for any loss or theft. Items of value should be removed as soon as possible or left at your own risk.

CAPE TOWN INTERNATIONAL CONVENTION CENTRE (CTICC)

Address Convention Square, 1 Lower Long Street, Cape Town
 Contact Andrea Madumbo
 Tel No +27 (0)21 410-5000
 Email andream@cticc.co.za
confex@cticc.co.za (catering & beverages, cleaning, IT, plumbing, telecommunications)
 Website www.cticc.co.za

GPS COORDINATES

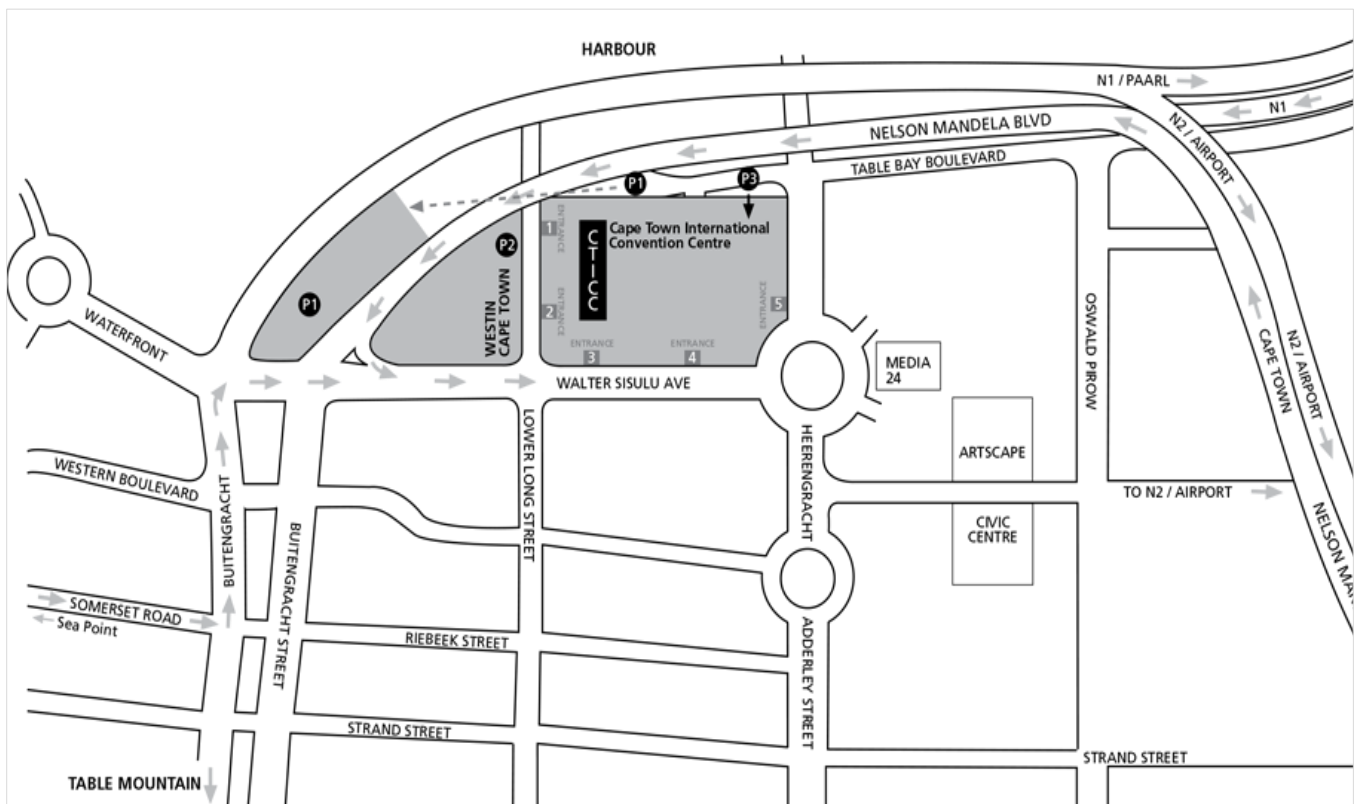
33° 54' 56" S by 18° 25' 36" E

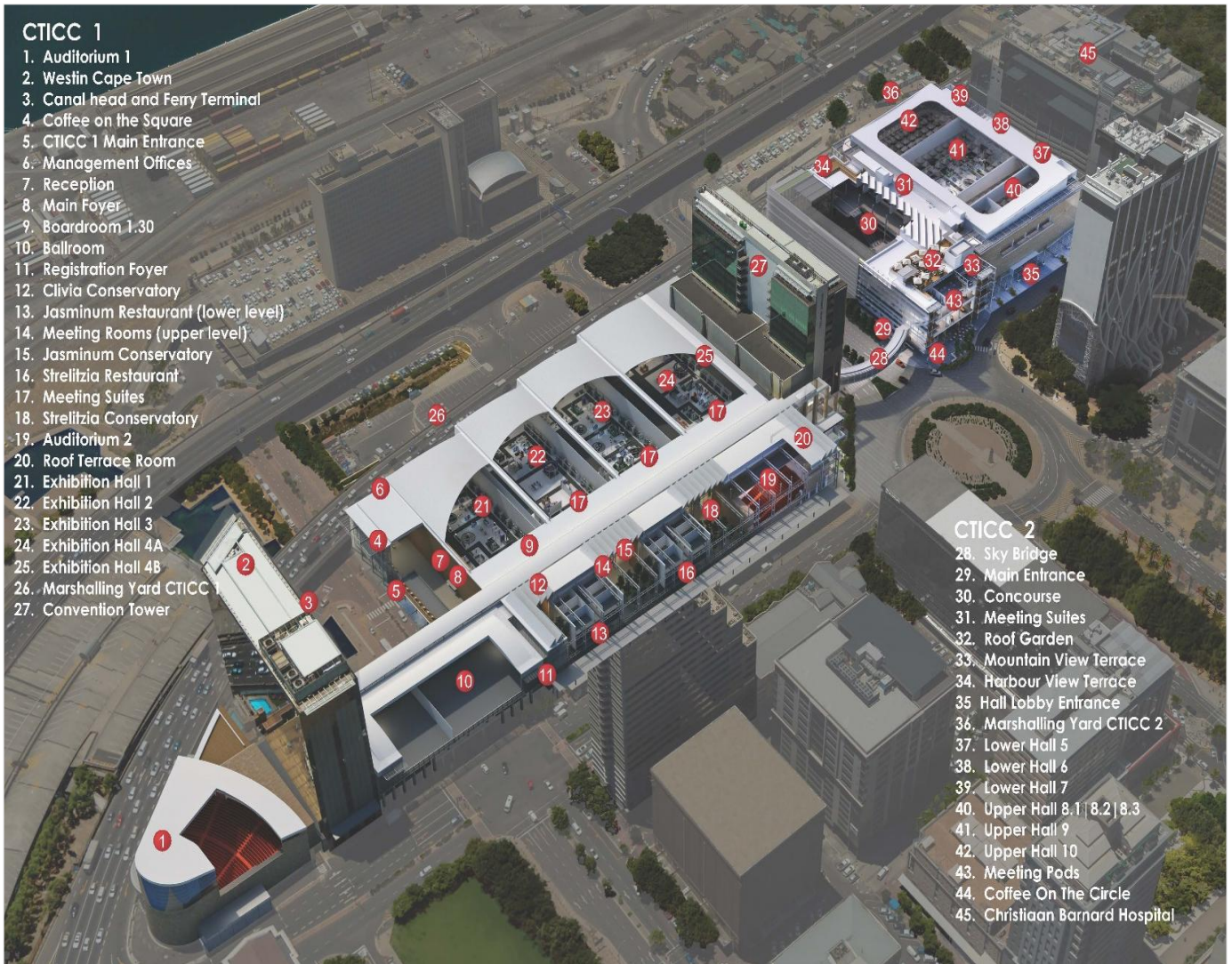
FROM THE AIRPORT APPROX. 21KM - (20 minutes)

- Exit the airport and continue for approximately 3km (stay right).
- Merge onto the N2 Highway.
- Follow N2 Stad / City signs.
- After approximately 18km move into the lane with M6 / Sea Point / Waterfront sign.
- Turn left at traffic light into Walter Sisulu Road
- Drive on – the entrance to the CTICC will be on your left.

FROM V&A WATERFRONT

- Go along Port Road which will lead you onto Dock Road.
- Continue along Dock Road until you reach Walter Sisulu Road.
- The CTICC will be on your left on Walter Sisulu Road.





floor space only package

TEMPORARY STRUCTURE APPROVAL

Should you have opted for a **FLOOR SPACE ONLY** package, you will be responsible for providing your own exhibition stand. You will be required to build your own dividing walls to separate your stand from your neighbor. The rental space you have paid for does not include any floor covering nor furniture.

- All Floor Space Only exhibitors must submit their stand design by no later than **Wednesday, 07 May 2025** to Sam Thabang on **sam.thabang@rxglobal.com** and must include:
 - Front view, side view, top view, with a final render view of the stand.
 - Within the drawing, sizes of the stand are required being, length, width, and height of the stand.
 - Listed on the side of the drawing, materials used must be detailed i.e., steel frame, wood etc.
- Where no drawings have been submitted, and approval has not been received by RX Africa, stands will be subject to on-site inspection and may be liable to adjustments on site.
- Stands failing to comply will be closed.

Please ensure:

- That you have proper walls dividing your stand from your neighbour.
- No form of branding is allowed to face into your neighbour's stand.
- The City of Cape Town Fire Department has the right to request additional requirements regarding the dynamics of the event/structures. This is for the design of the stand and not for items displayed which may require separate application e.g., LPG gas, open flames, vehicles displayed, etc.
- **Rule of thumb** – If your stand is a custom stand made of steel, wood, or custom materials then a structural engineer certificate of compliance will be required.

DIVIDING WALLS

- Exhibitors are responsible for their own back and side walls and cannot rely on the fact that the adjoining exhibitor will have walls or that there will be a shell scheme stand adjacent.
- The minimum height for a dividing wall is 2500mm.
- Should an exhibitor wish to exceed 2500mm in height:
 - the exhibitor in question shall be responsible for both sides of the dividing wall above 2500mm.
 - construction shall be suitably finished and decorated on the reverse side in a neutral colour acceptable to the adjoining exhibitor.
 - dividing wall may not carry tiles, devices or advertising material on the elevation overlooking the single storey adjoining stand.
 - dividing wall must be erected throughout its total height and length by the exhibitor exceeding that height. Failure to comply may result in the Organiser completing the work at the expense and risk of the exhibitor at fault.
- Should it be necessary to erect a wall onsite, a PST laminated wall will be erected by the appointed stand builder; the cost thereof to be for the exhibitor's account.

FLOOR COVERING

- Flooring/carpeting is not included in the Floor Space Only package and can be ordered via the service form.
- Floor covering regulations include:
 - Raised floors made of natural timber must be a minimum thickness of 25mm and chipboard or melamine not less than 18mm.
 - Corners to be rounded off or covered with plastic guards, or preferably have bevelled edges to ensure safety risks related to sharp edges and corners are minimised while maintaining professional standards.
 - Flooring with a step up (greater than 40mm) will require a beveled edge.

CUSTOM-BUILT STANDS

- All custom-built stands **must** be signed-off by a Structural Engineer.
- Failure to comply may result in closure of your stand.

STAND NUMBERS

For ease of identification on the show floor, all Floor Space Only stands **must display their stand number on all open sides of their stand**. Please also ensure that your stand drawing clearly indicates your stand number.

RAMPS AND PLATFORM REGULATIONS

- All raised platform floors (above 5cm) must have adequate wheelchair access. This is normally provided in the form of a built-in 1000mm wide ramp, with sides clearly defined, not more than 1:1.20 gradient.
- All corners must be rounded off - the use of metallic/aluminium edging strip is prohibited.
- Ramps in the walkway outside of the stand floor area are not permitted.
- Stand designs submitted without clear indication of wheelchair access where there is platform (above 5cm) will not be approved.

SMARTBUILD™

SMARTBUILD™ is a division within RX Africa which offers an in-house design and stand build service, available to exhibitors who have booked floor space only stands.

SMARTBUILD™ provides exhibitors with a highly experienced project management team, on-site support from build-up through to breakdown and assistance of the submission of health and safety documents. All plans are submitted on behalf of the exhibitor.

Contact **Paul Robberts** on +27 (0) 72 444-1949 or email paul.robber@rxglobal.com

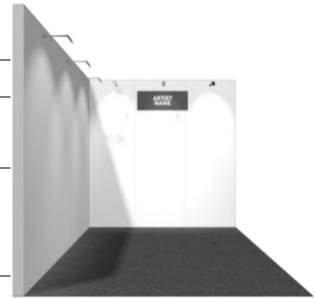
STRUCTURAL CERTIFICATION

- The structure of the stand shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used in the construction shall be:
 - Non-combustible material.
 - Flame resistant timber of any thickness.
 - Flame resistant plastic and boarding.
 - Chipboard or block board at least 16mm thick.
- All materials used for decorative finishes to the stand shall be:
 - Secured at floor level.
 - Shall not ignite when subjected to a flame for 10 seconds.
 - Any paint shall be water based.
 - The use of paint sprayers is not permitted.
 - Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

custom package

PACKAGE INCLUDES:

CARPETING	Grey carpet tiles.
ELECTRICAL	1 x 15 Amp plug point per 9m ² space booked. 2 x LED long arm spotlights per 9m ² space booked.
FIXING	Suggested method of attachment, Twinfast Screws, or particleboard, self-tapping coarse thread screws 3.5 x12mm.
FURNITURE	None.
SIGNAGE	Exhibitor name and stand number in either white/ black vinyl lettering on side walls (no logos included) can be ordered through the service form at NO additional cost.
WALLING	<ul style="list-style-type: none"> • Octanorm structure with 16mm chip based outer cladded skin. <ul style="list-style-type: none"> ○ 1000mm W x 72mm D x 2500mm H. ○ Walling cannot be used as load bearing construction. It can be used for the fixing of decorative items at a maximum of 2kg’s per running meter. • The 72mm thickness of the walling will be accommodated within your stand footprint, unless wall is shared with neighbouring stands. • Walling cannot be used as a load bearing construction at any stage. Load bearing would be in reference to structural load bearing which the walling is not designed to accommodate. • Stand painting or wallpaper is compulsory. <ul style="list-style-type: none"> ○ Exhibitor to supply their own paint – must be water-based paint. ○ Stand painting can be ordered on the service forms at an additional cost. • Walls allow for painting, nails, screws, and wallpaper



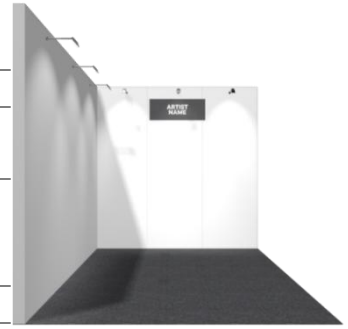
NOTE Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.

Please note: None of the hired walling solutions are designed to accommodate suspended products exceeding the suggested weight guidelines to points of fixing or extending in suspension, further than the suggested specifications. Items such as natural stone, synthetic cast, metals, timbers, and fiber based need to be mounted and stabilized in a self-supporting manner and construction, independently from the walling solutions. Furnishing and fixtures added by exhibitors and or their appointed contractors to the exhibit space are not covered under the structural certifications of the hired walling solutions provided by GL events and require independent structural certification.

Should there at any time be uncertainty of any of the afore mentioned, please do not hesitate to contact the Exhibitor Services Manager, Tracey Williams on tracey.williams@rxglobal.com, for assistance. Should there at any time be a request to potentially accommodate or showcase a particular product which may on initial assessment look to fall outside of the guidelines, technical specifications can be shared with the appointed GL events project manager and support team for assistance and guidance at any time.

SMME package

PACKAGE INCLUDES:



CARPETING	Grey carpet tiles.
ELECTRICAL	1 x 15 Amp plug point per 9m ² space booked. 2 x LED long arm spotlights per 9m ² space booked.
FIXING	Suggested method of attachment, Twinfast Screws, or particleboard, self-tapping coarse thread screws 3.5 x12mm.
FURNITURE	None.
SIGNAGE	Exhibitor name and stand number in either white/black vinyl lettering on side walls (no logos included) can be ordered through the service form at NO additional cost.
WALLING	<ul style="list-style-type: none"> • Octanorm structure with 16mm chip based outer cladded skin. • 1000mm W x 72mm D x 2500mm H. • Walling cannot be used as load bearing construction. It can be used for the fixing of decorative items at a maximum of 2kg's per running meter. • The 72mm thickness of the walling will be accommodated within your stand footprint, unless wall is shared with neighbouring stands. • Walling cannot be used as a load bearing construction at any stage. Load bearing would be in reference to structural load bearing which the walling is not designed to accommodate. <ul style="list-style-type: none"> • Stand painting or wallpaper is compulsory. <ul style="list-style-type: none"> ○ Exhibitor to supply their own paint – must be water-based paint. ○ Stand painting can be ordered on the service forms at an additional cost. <p>Walls allow for painting, nails, screws, and wallpaper.</p>

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Design MRKT package

PACKAGE INCLUDES:



CARPETING	Grey carpet tiles.
ELECTRICAL	1 x 15 Amp plug point per 9m ² space booked. 2 x LED long arm spotlights per 9m ² space booked.
FIXING	Suggested method of attachment, Twinfast Screws, or particleboard, self-tapping coarse thread screws 3.5 x12mm.
FURNITURE	None.
SIGNAGE	Exhibitor name and stand number in either white/black vinyl lettering on side walls (no logos included) can be ordered through the service form at NO additional cost.
WALLING	<ul style="list-style-type: none"> • Octanorm structure with 16mm chip based outer cladded skin. <ul style="list-style-type: none"> ○ 1000mm W x 72mm D x 2500mm H. ○ Walling cannot be used as load bearing construction. It can be used for the fixing of decorative items at a maximum of 2kg’s per running meter. • The 72mm thickness of the walling will be accommodated within your stand footprint, unless wall is shared with neighbouring stands. • Walling cannot be used as a load bearing construction at any stage. Load bearing would be in reference to structural load bearing which the walling is not designed to accommodate. • Stand painting or wallpaper is compulsory. <ul style="list-style-type: none"> ○ Exhibitor to supply their own paint – must be water-based paint. ○ Stand painting can be ordered on the service forms at an additional cost. <p>Walls allow for painting, nails, screws, and wallpaper.</p>

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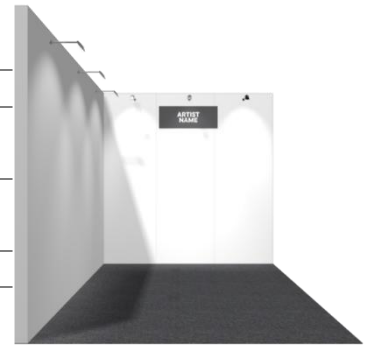
Please note: None of the hired walling solutions are designed to accommodate suspended products exceeding the suggested weight guidelines to points of fixing or extending in suspension, further than the suggested specifications. Items such as natural stone, synthetic cast, metals, timbers, and fiber based need to be mounted and stabilized in a self-supporting manner and construction, independently from the walling solutions. Furnishing and fixtures added by exhibitors and or their appointed contractors to the exhibit space are not covered under the structural certifications of the hired walling solutions provided by GL events and require independent structural certification.

Should there at any time be uncertainty of any of the afore mentioned, please do not hesitate to contact the Exhibitor Services Manager, Tracey Williams on tracey.williams@rxglobal.com, for assistance. Should there at any time be a request to potentially accommodate or showcase a particular product which may on initial assessment look to fall outside of the guidelines, technical specifications can be shared with the appointed GL events project manager and support team for assistance and guidance at any time.

artist package

PACKAGE INCLUDES:

CARPETING	Grey carpet tiles.
ELECTRICAL	1 x 15 Amp plug point. 3x LED long arm spotlights per 6m ² .
FIXING	Suggested method of attachment, Twinfast Screws, or particleboard, self-tapping coarse thread screws 3.5 x12mm
FURNITURE	None.
SIGNAGE	Exhibitor name and stand number in either white/ black vinyl lettering on side walls (no logos included) can be ordered through the service form at NO additional cost.
WALLING	<ul style="list-style-type: none"> • Octanorm structure with 16mm Chip based outer cladded skin pre-painted in white (no other colour can be accommodated) <ul style="list-style-type: none"> ○ 1000mm W x 72mm D x 2500mm H. ○ Walling cannot be used as load bearing construction. It can be used for the fixing of decorative items at a maximum of 2kg’s per running meter. ○ The 72mm thickness of the walling will be accommodated within your stand footprint, unless wall is shared with neighbouring stands. ○ Walls allow for painting, nails, screws, and wallpaper.



NOTE Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.

Please note: None of the hired walling solutions are designed to accommodate suspended products exceeding the suggested weight guidelines to points of fixing or extending in suspension, further than the suggested specifications. Items such as natural stone, synthetic cast, metals, timbers, and fiber based need to be mounted and stabilized in a self-supporting manner and construction, independently from the walling solutions. Furnishing and fixtures added by exhibitors and or their appointed contractors to the exhibit space are not covered under the structural certifications of the hired walling solutions provided by GL events and require independent structural certification.

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shop kitchen package

PACKAGE INCLUDES:

CARPETING	Grey carpet tiles.
COMPANY NAME	Company name in white vinyl lettering. (No logos included).
ELECTRICAL	1 x 15 Amp Plug Point per 9m ² booked. 2 x LED long arm spotlights per 9m ² booked.
FIXING	Suggested method of attachment, Twinfast Screws, or particleboard, self-tapping coarse thread screws of 3.5 x12mm
FURNITURE	None
GRAPHICS	None.



- WALLING**
- Octanorm structure with 16mm chip based outer clad skin pre-painted in charcoal (no other colours can be accommodated).
 - 1000mm W x 72mm D x 2500mm H.
 - Walling cannot be used as load bearing construction. It can be used for the fixing of decorative items at a maximum of 2kg’s per running meter.

The 72mm thickness of the walling will be accommodated within your stand footprint, unless wall is shared with neighbouring stands.

Walling cannot be used as a load bearing construction at any stage. Load bearing would be in reference to structural load bearing which the walling is not designed to accommodate.
 - Walls are pre-painted in charcoal

NOTE Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.

Please note: None of the hired walling solutions are designed to accommodate suspended products exceeding the suggested weight guidelines to points of fixing or extending in suspension, further than the suggested specifications. Items such as natural stone, synthetic cast, metals, timbers, and fiber based need to be mounted and stabilized in a self-supporting manner and construction, independently from the walling solutions. Furnishing and fixtures added by exhibitors and or their appointed contractors to the exhibit space are not covered under the structural certifications of the hired walling solutions provided by GL events and require independent structural certification.

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ACCESS TICKETS – ENTRY INTO THE SHOW

- Please ensure that your stand rental and services are paid for in full by the due dates. Neither the exhibitor nor his/her agents, representatives or sub-contractors will be allowed to gain access to the stand unless all outstanding accounts have been settled.
- Management reserves the right to refuse admission to any visitor and/or exhibitor who in the opinion of management is unfit, intoxicated or in any way disruptive to the show.
- **Entrance Fees**
 - Adults online R150
 - Adults onsite R160
 - Student / Pensioner R120
 - Kids 12-18 R50
 - Kids under 12 R0
- **Trade Entrance**
 - Trade onsite R160
 - Trade Pre-Registration R0
 - Trade VIP Buyers Club R300

ACTIVITY ON THE STAND**DISTRIBUTION OF MATERIAL AND LITERATURE**

- Exhibitors are reminded that their activities must remain within the confines of their stand.
- Only display material belonging to exhibitors who have booked and paid for their stand is allowed. The Organisers reserve the right to request the rearrangement of any display material which may be obstructing another exhibit.

STAFFING YOUR STAND

- During the official open times, all stands must be operational, exhibits uncovered and presentable for viewing.
- Under no circumstances may any stand or part thereof be dismantled before **17:00** on **Sunday 08 June**.

AISLES

- The aisles in the exhibition are the minimum permissible in law (minimum aisle space is 3 metres). It is not possible therefore to place exhibits, stand dressing, tables, chairs, or any other item relating to exhibits in the exhibition aisles. Please keep all your exhibits inside your stand area, as it will be necessary to remove any item placed in the aisles.
- Any item or structure placed or protruding into the designated aisle space, RX Africa and the CTICC reserve the right to request its removal or to remove said item without any liability for loss or damage.
- Exhibitors must keep all common parts clear whilst building or dismantling stands.

ALCOHOL & DRUGS

- Drinking of alcohol onsite during the build-up and breakdown phase is forbidden.
- Alcohol may not be served to people over the age of 18 years.
- **The taking of drugs is prohibited.**

ANIMALS

- Animals are not permitted access to the CTICC except for guide dogs for visually impaired visitors or without the prior consent of venue management. Any events on the premises involving any type of animal requires timeous prior approval by the Organiser, CTICC and written approval from the Animal Welfare Society and/or SPCA.
- Relevant legislation must be adhered to, and a thorough risk assessment must be conducted and submitted to Tracey on email tracey.williams@rxglobal.com.

ANTI-BRIBERY COMPLIANCE CLAUSE

- 16.1 The Parties agree that they will use their best endeavours to cause the Group and each of its directors, officers, employees, agents, consultants, representatives, or any other person(s) associated with or authorised to act for or on behalf of the Group, to take such steps as may be necessary or appropriate to ensure that the Group conducts its business in compliance with the following anti-bribery and anti-corruption laws:
- 16.1.1 the SA Prevention and Combating of Corrupt Practices Act No. 12 of 2004.
 - 16.1.2 the United States Foreign Corrupt Practices Act; and
 - 16.1.3 the United Kingdom Bribery Act of 2010; or
 - 16.1.4 any successor legislation of similar effect.
 - 16.1.5 (together “Anti-bribery Laws”)
- 16.2 The Parties agree to cause the Group to adopt, within sixty days of the Completion Date, policies which are designed to enable each Party to meet its respective compliance obligations under all the Anti-Bribery Laws in respect of its investment in the Group.
- 16.3 In the event that any of the Parties obtain knowledge or become aware or have reasonable grounds to believe that a proposed transaction, payment, or other act taken on behalf of the Group may result or has resulted in a violation of any Anti-Bribery Laws, then that Party shall report, immediately and directly to the Managing Director of the Company or Chairperson of the board of directors of the Company.

ATM

A **Capitec Auto cash machine** is in the foyer of the P3 parking basement as well as in the Main Gallery on the ground floor at the CTICC.

AV EQUIPMENT

SOUND LEVELS

- Presentations must be lowered so that noise does not interfere with other exhibitors.
- Extremely loud noises such as bells, sirens and buzzers will not be allowed.
- The Organisers reserve the right to reduce the sound levels, restrict or switch off any displays believed disruptive.

MUSIC AND FILM COPYRIGHTS

- Exhibitors who wish to use audio and/or visual aids in the exhibition in relation to the soundtracks of videos and music must ensure that the use thereof will not infringe on the copyright of others.
- Exhibitors are recommended to contact SAMRO regarding the procedure for application of a “Copyright Music Licence.”

BALLOONS

Helium filled balloons will not be permitted. An exhibitor found with helium filled balloons will be asked to remove them immediately.

BANNER RIGGING

Supplier BRX Group
Contact Jack Smit
Contact No +27 (0)64 655-6122 / jack@brxgroup.co.za

- The ceiling in Halls 1 to 4A is convex in shape with the lowest point being 10m and the highest point being 18m.
- The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per truss.
- Displaying of banners in specified areas, where hanging bars are available is permitted, provided they do not create any obstruction to venue signage.
- Further requirements include the following:
 - 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 two points of suspension. If more are required these will need to be quoted accordingly.
 - Banner position and height to be agreed upon in writing before installation.
 - Banners must be double sided.
 - 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.
 - Banners can only be hung from areas where there are appropriate hanging bars and weighting.
 - Banners can only be hung from areas accessible by the cherry picker or rope access.
 - Banners are to be constructed from flat fabric and have no lighting or other attachments.
 - Banners must be made of flame-resistant material and be flame retardant.

BEHAVIOUR

- The exhibitor undertakes personal responsibility for the behaviour of any person(s) presented as staff, suppliers, sub-contractors and/or service providers in their employ whilst on the venue premises.
- The exhibitor also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, canvassing, leafleting, demonstrations, objectionable behaviour or wearing of offensive apparel, use of abusive language or lack of respect for the building, its infrastructure, and personnel, occurs whilst on the venue premises.
- The Organisers reserve the right to limit and/or restrict any operation which, for any reason might be considered objectionable, without any liability for refund and/or damage.

BUILD-UP AND BREAKDOWN ACCESS

MARSHALLING YARD ACCESS

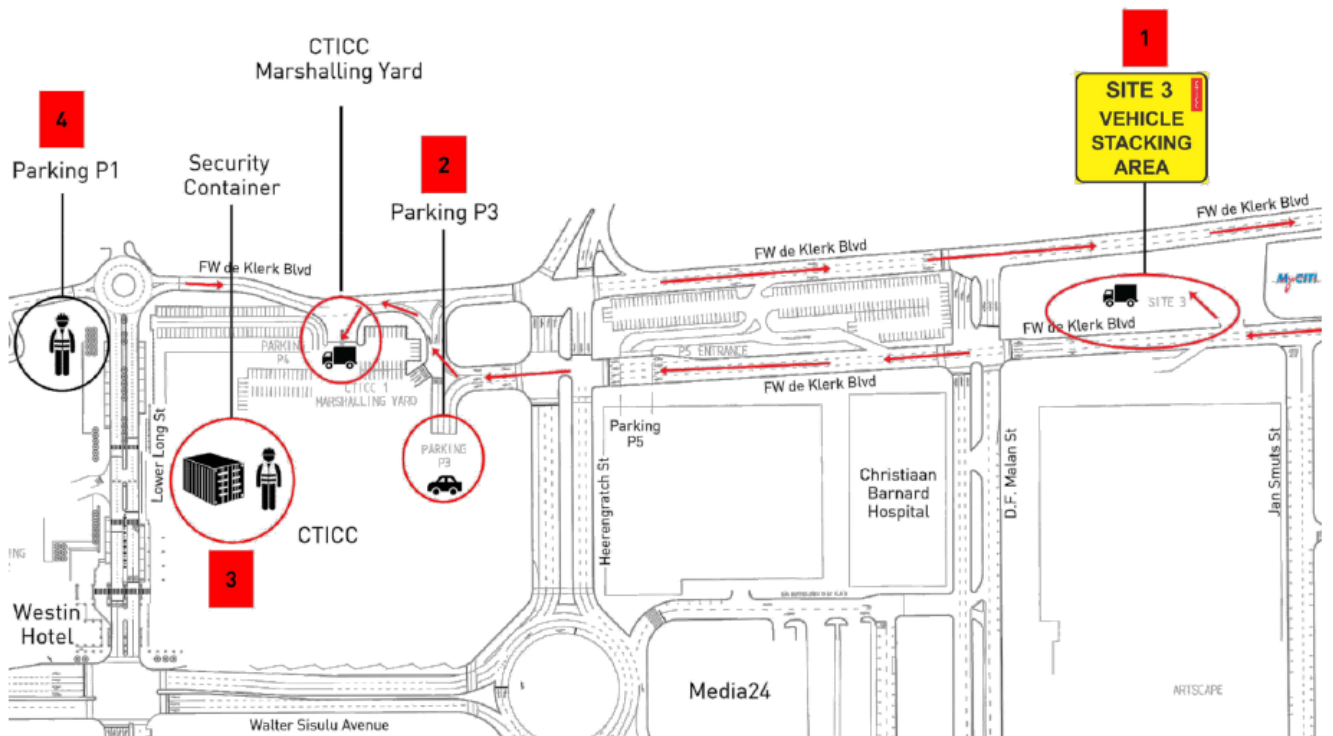
- The CTICC's Marshalling yard is situated adjacent to the Exhibition Halls – access from Table Bay Boulevard.
- Each exhibition hall in CTICC1, except Hall 1A and B, directly accesses the Marshalling Yard via 5m x 7m doors.

BUILD UP AND BREAKDOWN PARKING

- The CTICC is mandated by the City Traffic Department to manage the flow of traffic in and around the CTICC.
- 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 (refer to Marshalling Yard Tariffs).
- Build-up parking is available in P1, P3 and P5 parking garages. P1, P3 and P5 have height restrictions of 2.1 meters.
- Unattended vehicles will be clamped and an unclamping fee of R550 is payable.
- Breakdown tickets will be distributed at the start of breakdown.
- Breakdown tickets will be issued by the CTICC. These tickets will only be issued to those with entry tickets which are less than one hour from breakdown time, e.g., entry tickets show 17:00 if breakdown starts at 18:00.

DAY TO DAY OPERATION

- The CTICC’s Marshalling Yard comprises of approximately 5000m² and is situated adjacent to the Exhibition Halls.
 - Each exhibition hall, except Hall 1A and B, directly accesses the Marshalling Yard via 5 m x 7 m doors.
 - The yard is easily accessible and reduces build-up and breakdown times for functions in the Exhibition Halls.
 - **Should the Marshalling Yard be full, you will be sent to the stacking yard to wait until space is available.**
1. Drivers will be required to register their vehicles at the stacking yard. CTICC Security will register both the driver and the vehicle by means of scanning the vehicle’s operating disk and the driver’s license.
 2. Drivers will then be notified when they may make their way to the Marshalling Yard to offload.
 3. After offloading, clients are required to make use of P1 or P3 parking, depending on the availability of parking.



MARSHALLING YARD PARKING TARIFFS

- Pre-arranged parking in the Marshalling Yard is available at **R350 per bay per day** and must be arranged with the CTICC direct.
- Visitors enter the Marshalling Yard area at own risk.

EXHIBITOR PARKING TARIFFS

Parking will be in P1 & P2 at R65.00 per vehicle, per day.

CATERING – FOOD & BEVERAGES

Build-up There will be a trolley service during this time.
Show Coffee on the Square is situated on the ground floor in the Main Foyer of the CTICC1 and Coffee on the Circle is situated in CTICC2 on the ground floor reception area.
 The two coffee shops offer light refreshments including breakfasts and lunchtime meals.
 Bubble Bar, hall 2.

STAND CATERING - FOOD

- The CTICC is the sole provider of all food and beverage.

- A variety of platters/snacks can be delivered to exhibitors at their stands on request to the CTICC.
- 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 to the CTICC.
- If exhibitors wish to sell items on the CTICC 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 portion.
- Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for their 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 levy at a 20% surcharge. Should there be any orders placed after 15:00 then a 30% surcharge will be levied.

STAND CATERING - BEVERAGES

- A variety of beverages can be delivered to exhibitors at their stands on request to the CTICC.
- 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 items on the CTICC 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 their approval first.

COOKING AND SAMPLING

- Cooking will only be permitted where prior approval has been granted in writing by the CTICC.
- Bottles and cans will be subject to a negotiated corkage charge.
- There shall be no demonstrations for sampling outside of the contracted exhibition space.
- The exhibitor is to supply large plastic rubbish bins including a supply of plastic bags.
- When using LP gas, the maximum allowed will be a 19kg cylinder and one spare stored outside (within an enclosed area within the Marshalling Yard).

TERMS AND CONDITIONS

- The CTICC is the sole provider of all food and beverages.
- If exhibitors wish to sell food and beverage items on the CTICC premises, 30% of the sales will be levied to the CTICC.
- A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to setup. On-site cooking requires discussions with our Health and Safety Officer.
- Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first.
- Any items brought onto the premises are subject to a corkage fee per item. Corkage fee will be at the discretion of the CTICC Management and must be paid prior to the start of the event.
- Orders will only be accepted if the following information is provided to the CTICC:
 - Exhibition and stand number, contact person, contact telephone number/s.
 - Food and/or beverage orders.
 - Credit/debit card details.
- Food and beverage orders are to be confirmed 24 hours before the start of the event. Under no circumstances will order items be returned for credit. Payment may be made via credit card, debit card or cash.
- **Note:** CTICC has an on-consumption license only.

CHILDREN

For the **build-up, show and breakdown period**, **children under the age of 18 are restricted from being on site**. Security will enforce this regulation, and you are requested to make alternative arrangements.

CLEANING

- Stands will only be cleaned each evening if you have ordered stand cleaning through the service order forms. Rubbish should be placed in the aisles so it can be cleared away each evening. Anything left in the aisles overnight will be construed as rubbish and will be cleared away.
- All stands must be completed by **20:00** on **Wednesday 04 June** to allow for effective pre-show cleaning.

- Exhibitors will be charged a penalty fee of R1,000 excluding VAT should their build-up extend after **20:00**. The fee will be offset against additional cleaning staff required by the Organiser.

COPYRIGHT

- Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show.
- Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required fees.

COMPULSORY CONTRACTORS

- The Organisers have appointed contractors in the fields of electricity, cleaning, medics, and security. No other contractors are allowed to operate on-site for these respective fields.
- All stand construction staff must wear their company's identification badges and/or company branded clothing, together with the necessary safety shoes and hard hats for the duration of build-up and breakdown.
- Failure of contractors adhering to the dress code above will result in prevention of entry or removal of staff until such time that the staff member is compliant.
- All sub-contractors other than the official contractor must provide the Organiser with an indemnity guaranteeing their observance of the rules and regulations as legislated by the venue, the Occupational Health and Safety Act and other relevant Governmental agencies.

DAMAGES

- **No part of the facility may be damaged or left in an unacceptable state post event.**
- Contractors and exhibitors must ensure their stand(s) and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed. Any contractor or exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services to clear the areas).
- Exhibitors acknowledge and agree that the Organiser will not be responsible for any damages, losses, costs, expenses, liabilities incurred because of third parties.
- Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their contractors, sub-contractors, agents or by any person(s) employed on their behalf.
- Angle-grinding is not allowed within the venue; an area will be demarcated outside in the marshalling yard.
- All major construction and painting work must be completed off-site.
- Last minute touch ups can be done within demarcated areas in the loading bay areas.
- Washing of paint brushes within the venue toilet facilities is prohibited. Basins are available in the Loading Bay.
- Any exhibitor or third-party using materials which may cause damage to the floor (tiles, concrete, bricks, sand, heavy machinery) must supply protective covering before build-up of these areas.
- Crates, panels, and pallets must be kept away from the walls or pillars.
- No items may be suspended from the overhead structure without written consent from the Organisers.
- The use of nails, screws, glue, or bolts as fittings to any part of the building is strictly forbidden. Exhibitors will be charged for the repair/replacement/restoration or renewing of any dilapidation to the hall, stand or site.
- Shell scheme:
 - Exhibitors will be charged the full replacement value for aluminium beams and uprights that have been damaged (broken), painted or drilled into.
- Carpeting:
 - Damaged carpet tiles will be charged out at R1 000.00 excluding VAT per tile.
 - Exhibitors agree to pay costs of repair and/or replacement for all damages to any of the above regardless of whether the damage was caused directly by the exhibitor or whether the damage was caused by a third party acting on behalf of the exhibitor. A damage form will be presented onsite, and the costs invoiced to the exhibitor.

DEMO STAND REGULATIONS

AISLES

- The aisles are the property of the entire show, and each exhibitor has the responsibility to assure proper flow of traffic through the entire show.
- When large crowds gather and interfere with the flow of traffic down the aisle or crowd in neighbouring stands, it is an infringement on the rights of other exhibitors.
- Aisles may not be obstructed at any given time.

REGULATIONS

- Demonstrations must take place within the assigned exhibit space.
- Sampling or demonstration tables must be placed a minimum of 60cm from the aisle line.
- Demonstrations must have the proper protection to prevent injuries to spectators.
- Exhibitors must regulate their own stand to ensure the noise levels from their demonstrations or sound systems are kept to a minimum and do not interfere with other exhibits.
- Should visitors or samplers interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the Organisers will require that the presentation or sampling be moved.
- The Organisers and Fire Department must give written approval twenty-one (21) days prior to the event for demonstrations involving hazardous products, LPG and Propane gas and open flames).

DISABLED FACILITIES

- The CTICC has been designed to cater for the disabled to ensure that the venue is an inclusive venue for able-bodied as well as disabled delegates and visitors.
- Facilities for the disabled include the following:
 - Designated parking bays for the disabled in P3 have direct access to elevators which are designed to accommodate wheelchair access.
 - Disabled toilets on all levels of the venue including the Management Offices.
 - All rooms can be easily accessed as there are no raised doorsteps to the meeting venues.
 - All exterior entrance to the venue has ramp access.
 - The width of all doors has been designed to accommodate wheelchair access.
 - Buttons in lifts are positioned at a level to ensure they are accessible to wheelchair users. All lift buttons are labelled in Braille.
 - Designated drop-off points at the main entrance of the venue have been allocated for the disabled.

DISCLAIMER CLAUSE

LAWS AND REGULATIONS

All who enters **Decorex Cape** agree to the following:

- The exhibitor is responsible for the safety of the stand during the construction, use and dismantling of the stand.
- The exhibitor has a legal duty of care to anyone on or near the stand who may be affected by the actions or omissions of the exhibitor and/or exhibitors representative/s.
- The exhibitor must strictly observe all provisions in the exhibitor manual and all applicable local and national fire and health and safety laws and regulations, including the regulations of the CTICC.
- All exhibits and displays must meet the requirements of the exhibitor manual, and the Exhibitor shall ensure it shall have all necessary insurance in place.

EXHIBITOR GOODS AND/OR SERVICES

- The Organiser endeavors to ensure the utmost quality in as far as the Event is concerned, however cannot be held liable for any goods purchased from an exhibitor or at the event that may be damaged or defective.
- The Organiser does not guarantee in any manner at all that the goods or products so purchased are free of defects and such liability shall rest with the exhibitor or the company the said exhibitor represents.

- No claims, including but not limited to, defective goods or failure to provide services will be dealt with by the Organiser. Any agreement (verbal or in writing) entered by the attendee and the exhibitor is strictly between the attendee and the exhibitor and at no point in time will the Organiser be held vicariously liable for any damages or loss suffered by the attendee or the exhibitor because of the agreement or transaction.
- An exhibitor may only present goods or services manufactured or designed by it or for which it is the representative or dealer, in the latter case, it depends to its attendance request the list of brands or products or services it proposes to promote. Unauthorized sale of goods is the act, without proper authorization or declaration of offering, putting up sale, exhibiting goods.
- The exhibitor may conduct sales or sales promotion activities only from within the exhibit space. The Organiser retains sole discretion and right to approve, control or prohibit which items may be distributed. Any demonstration, distribution or activity by exhibitor representatives that results in obstruction of aisles or prevents ready access to other exhibitors' exhibit space or otherwise disrupts or its likely to disrupt the event is prohibited and shall be suspended permanently or for any periods specified by the Organiser.

INDEMNITIES, INSURANCE, AND LIABILITY

- The exhibitor is responsible for all claims, actions and/or costs for personal injury and loss of or damage to property arising out of or resulting from its execution of its occupancy of the exhibit space or presence at the event including, but not limited to, damage to the Venue (including fixtures, fittings and equipment), loss or damage to other exhibitors or any Attendees or any Visitors or their property caused by or arising from the erection and dismantling of the exhibitor's stand and anything permitted, omitted or done on or from the exhibit space or at the CTICC during the period of the event or during the construction and dismantling periods, caused directly or indirectly by the exhibitor or any exhibitor representative or any permitted sharer or the act, omission or neglect of the exhibitor or any exhibitor representative or any permitted sharer or by any exhibit, product or other article belonging to, or in the possession of, or used by, the exhibitor or any exhibitor representative or any permitted sharer. The exhibitor shall indemnify and hold harmless the Organiser in respect of all claims, losses, damages, actions, proceedings, costs (including legal costs and expenses) and demands in respect thereof.
- Bags and visitor guides are an added value, they are provided on a first come first served basis, while stock lasts. The Organiser cannot be held liable where an exhibitor does not receive one.
- The Organiser shall not be responsible for losses or damage to exhibits or other property of the exhibitor or exhibitor representatives or permitted sharers, howsoever caused.
- The exhibitor shall take out and maintain adequate insurance in respect of claims.
- The Organiser will not be held liable for any damages, fire, theft, or destruction of any nature whatsoever to vehicles parked at the Event.

LIMITATION OF LIABILITY

- Notwithstanding any provision to the contrary, nothing in this exhibitor manual shall exclude or limit the liability of the Organiser for death or personal injury caused by the Organiser's negligence or for fraudulent misrepresentation or for any liability that may not be limited or excluded by law.

NON-FORCE-MAJEURE CHANGES TO DATES, VENUE OR EXHIBIT SPACE

- The Organiser may, in its sole discretion, change the dates of the event and/or the venue or duration or opening hours for the event upon written notice to the exhibitor (which may be by email).
- The Organiser shall not be liable for any costs, damages, fees, or other expenses of the exhibitor because of any such change.
- Additionally, the Organiser reserves the right to move the exhibitor to a different exhibit space within the venue (to include altering the shape, size and/or position of that exhibit space) at any time in the best interests of the event. However, no alteration to the exhibit space shall impose on the exhibitor a greater liability for service charge other than that outlined and agreed between the parties.

ELECTRICAL REGULATIONS

CERTIFICATE OF COMPLIANCE (COC)

- In the interest of safety, all electrical installations at **Decorex Cape Town** must comply with the wiring code of the SABS 0142/2 of 2002.
- A Certificate of Compliance is a document to verify that the electrical work and installations on your stand have

been completed by a qualified electrician (registered with the Electrical Contractors Board according to the South African National Standards) and are safe.

- Where there has been custom electrics installed on the stand, and electrical COC is required.
- Exhibits that have electrical equipment and light fittings either pre-wired or wired on site must make sure their qualified electrician submits the COC on completion of your electrics before the show opens. If the COC is not received before show opening, power will be disconnected until it is received. If the appointed electrical supplier is doing all the electrical work on your stand, then a COC is not your responsibility.
- Electrical installations must be safe and carried out in a competent manner. If there is a fault, the equipment must not be used until the fault has been rectified. All electrical equipment brought into the venue must comply with the SA Electrical Regulations and the OHS Act (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor’s expense and charges for any damages caused by the faulty equipment will apply.

LIGHT PROJECTION AND STROBE LIGHTS

- No spotlights, drop lights or other special lighting devices may be directed toward the aisles as to not be irritating or distracting to neighboring exhibition stands or visitors.
- No strobe light effects are permitted.
- Any additional lighting put up in stands after the official contractor has signed off the certificate of Compliance will be removed unless the exhibitor can provide the Organiser with a Certificate of Compliance for all additional lighting.
- Light projections must be contained within the stand area. They may not be directed onto gangways, walls, or the roof of the venue.

EMERGENCY NUMBERS

- Police Emergency Services / Flying Squad 10111
- Fire and Ambulance Services 10177
- South African Police Services (SAPS) +27 (0)21 467-8078
- Department of Home Affairs 0800 601 190

EXHIBITOR BADGES

EXHIBITOR BADGES

- Badges will not be issued unless full payment has been received.
- Exhibitors must display their exhibitor badge to gain access into the venue.
- Additional badges can be purchased via the service forms at R500-00 incl. VAT

<6m ²	2 Badges
7-9m ²	4 Badges
10-35m ²	6 Badges
36m ² >	8 Badges

CONTRACTOR BADGES

- Contractors and stand builders will be issued build-up stickers by security on entering the exhibition hall.
- During show days contractor badges are required by all personnel entering the exhibition
- The badges will be issued at the Services Desk on the last day of build-up, Wednesday 04 June.

FIREARMS

The venue is a strictly weapon-free venue, and the use of any weapon is not allowed.

FIRST AID

During build-up and breakdown, the medics will be on duty from 08:00 to 22:00.
 During the show days from 07:00 to 19:00.

FLOORPLAN

The floor plan is subject to change to enhance the aesthetics of the show, general traffic flow and to ensure fire and safety regulations are adhered to. Please regularly consult with your Sales Executive to check on your position.

FREIGHT FORWARDING

We have an open policy on freight handling which means exhibitors can use a supplier of their choice, but we have a preferred freight forwarder who will also be onsite should you need anything. Please contact King Cargo for more information. Contact Jerome Jacobs on:

+27 (0)82 889-1659 / +27 (0)10 745-8979 / jerome@kingcargo.co.za

GAS USAGE

- No gas cylinders are permitted within the halls unless a written request has been received and permission has been obtained from the City of Cape Town Fire Department.
- An exhibitor utilising equipment using flammable liquid and/or industrial gas which produces heat, smoke, or open flames as an integral part of the product demonstration, must receive written approval from the Organisers and venue. If application is not made, gas cylinders and open flame demonstrations will not be allowed in the venue.
- No gas bottle(s) larger than 9kg is allowed on a stand. A temporary storage cage must be arranged. A gas application must be submitted to the safety team.

HALL SPECIFICATIONS

FLOOR LOADING CAPACITIES

- 1 500kg/m² in Exhibition Hall 1 and 4 A and 4 B
- 3 000kg/m² in Exhibition Hall 2 and 3

VENUE SLIDING DOORS

- Each of the four halls has a sliding door and all have double wicket doors (1800 mm wide x 2075 mm high).
- A 5000m² Marshalling Yard is situated adjacent to the Halls allows for load in/load out.
- Hall 1 (7C02) – Door D7C/016 7.2m wide x 5.3m high
- Hall 2 (7C03) – Door D7C/028 7.2m wide x 5.3m high
- Hall 3 (7C04) – Door D7C/040 7.2m wide x 5.3m high
- Hall 4 (7C04) – Door D7C/040 7.2m wide x 5.3m high

IMPORTANT INFORMATION

EVENT LISTS

Please beware of companies who contact exhibitors offering to sell an event attendee list as they are unlikely to have the rights or accurate information to make these lists available. Our database of visitors is confidential information and is not sold or made available to third parties and our visitor/exhibitor lists are protected by copyright which prevents unauthorised copying.

INTERNATIONAL FAIRGUIDE SCAM

Fairguide publishers, such as “**Expo-Guide**”, “**Inter-Fairs**” and “**International Fairs Directory**”, are using RX Africa’s event names and trademarks to solicit show exhibitors to get a listing in their online directory. This is almost identical to the misleading scheme previously operated by Construct Data Publishers Verlag AG. Again, like Construct Data, these companies use a form, which resembles an Organiser’s catalogue listing service, inviting exhibitors to sign and return the form. On signing the form, the exhibitor is bound into a three-year, non-retractable agreement and is required to pay the stipulated fee each year. Any failure to pay results in the Fairguide publishers chasing for payment.

RX Africa is in no way connected to these companies or their products. For further updated information and guidance on industry related scams, please check the website of the Association of Event Organisers (a trade association of which we are a member) at www.aeo.org.uk.

HOTEL BOOKING AGENCIES

- Please beware of hotel booking companies who contact exhibitors claiming to be either a preferred supplier or, in some cases, working for our event, demand up-front payment, charge substantial penalties for changes and cancellation, and don't even make a reservation with the unapproved hotel.
- You should always read the small print.
- We advise that you make your travel and accommodation arrangements through the official travel partner and not via unsolicited phone calls or emails.

BEWARE – UNSOLICITED MARKETING (EMAILS/CALLS)

Should you receive an unsolicited marketing [email/telephone call] from a company called Expodatallc offering to sell data bases, please be assured that RX Africa Limited has no association with this company and that we do not sell or pass your data on to any third party without your permission.

INDEMNITY

Decorex Cape Town requires your signed Exhibitor and/or Contractor Indemnity forms by no later than **Wednesday, 16 April**.

INDUCTION

CTICC requires every person entering the site during build-up or strike to complete induction before starting to work. This can be done in two ways:

1. Request the Induction Manual and complete the Induction Confirmation document. Then when completed return to sheq@cticc.co.za
- You can also book a physical induction session which can be done onsite.
 - All contractors must then proceed to CTICC container to sign in and be issued with a colored wristband for the day. Induction status will be verified at the entry container at CTICC 1.

INSURANCE

- The Organisers do not accept responsibility for damages or loss to any stand or goods in transit to or from the show nor for the full show duration (build-up and breakdown included).
- Exhibitors must contact their insurance companies to negotiate the necessary extensions to their existing policies and must ensure that they have full insurance cover and take out public liability / comprehensive protection.
- The period of liability of the exhibitor shall be considered to run from the time the exhibitor or any of their agents or contractors first enter the exhibition venue and continue until all exhibits and property have been removed on **Monday, 09 June**.
- The Organisers carry public liability insurance for visitors but are not responsible for insurance of exhibitors or their property.
- Exhibitors shall be responsible for loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment and displays before making any connection to the electrical supply. For your own insurance purposes, please report any incident of theft/loss to the Organisers Office and ensure that a case of theft is opened at the local SAPS station.
- Exhibitors are encouraged to have all their goods insured from when goods leave their premises to when they are returned (incl transport). If you are loading goods onto an open bakkie or truck, you must have a member of staff stay with those goods/official contractors.

INTERNET ACCESS

- The free public wireless service offers Internet access at speeds between 256Kbps and 1Mbps per client and is only available in common areas i.e., galleries and coffee shop. It must be noted that the actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any time.
- Exhibitors can purchase world-class high-density, platinum quality Wi-Fi in meeting spaces and other Wi-Fi enabled venues. The CTICC has world class high-density wireless infrastructure installed catering for 802.11 a/b/g frequencies with a management and monitoring platform. Should customer-provided access points be required (e.g., for a technology conference which requires such hardware), the CTICC is required to provide approval prior to the event.

INFORMATION TECHNOLOGY - CONNECTIVITY

- The CTICC employs the services of an industry leading Internet service provider who has sufficient capacity and experience to deliver world class Internet bandwidth.
- The CTICC has catered for and can provide up to a 2GB link to the Internet (via multiple providers and routers) should this be required. Connectivity is provided over a high-redundancy fiber-based link with 24-hour link monitoring with proactive notifications on link failure or performance degradation.
- The bandwidth supplied is premium bandwidth which is symmetrical and uncontended. Network management software allows for the creation of Virtual Local Area Networks (VLANs), which enables a single user to use different spaces in the CTICC while linking to the same VLAN.
- This means that delegates are not limited geographically, and access is limited to authorised persons. This allows for the setting up of client-specific networks and can also be used to provide Internet access to clients as and when required. To determine which products will be best suited to your needs, please contact the CTICC team at **Confex@cticc.co.za**.

INFORMATION TECHNOLOGY – WIRELESS PERFORMANCE DECLARATION

- Wireless is an entry level service ideal for web surfing and checking web-based email. The CTICC does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.
- For demonstrations or to present products and other mission critical activity, via the Internet, CTICC highly recommends Event Organisers order hardwired services. Wi-Fi access points, routers, streaming applications, VoIP, DHCP, NAT or proxy servers are not allowed with this connection. CTICC can engineer custom dedicated network(s) to accommodate such special requests. Please ask for a quote 21 days prior to the event move-in so that a cohesive network operating without interference can be engineered.
- To maintain compliance and reduce risk of interference or technical failure, all equipment and or communication technologies must be approved by ICASA.
- Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. The CTICC cannot guarantee that interference will not occur. The Wi-Fi network is designed to allow connections to remain active for a maximum period of 60 minutes. Should a period of 60 minutes lapse without any activity on the device, the connection will be released freeing up inactive resources. The user will however have the option to re-connect to the wireless service and accept the terms and conditions.
- Should dedicated connectivity be required, a premium option with reserved resources and nominated SSID is available to be hired as detailed in the pricing manual. Users are expected to take all reasonable precautions to ensure their wireless devices are free from viruses, malware and defects that might affect the network or other users. Misuse of any wireless service may result in service interruptions and can lead to disconnection of the user's equipment.

LATE SET UP

Companies located in front of loading bay doors will have a late set-up. For more information on the build-up and breakdown schedule, contact **tracey.williams@rxglobal.com** for access details.

LOAD SHEDDING

RX Africa will not be held liable for any load shedding implemented by City Power during the event. The CTICC is equipped with a generator and will supply enough power for emergency lighting and low voltage plugs. Exhibitors are encouraged not to run their machinery during this time. We will try our best to provide you the latest information should load shedding be implemented.

LOST PROPERTY

Please bring any lost property, or report any losses to the Organisers Office, who will consult with the appointed security contractor as well as with the CTICC. Lost property will be held for 2 weeks post event and then will be dispersed of.

MAINTENANCE

If you need to conduct maintenance work after the show closes (18:00 daily), please advise the Organisers Office by **12:00** for arrangements to be made with security and lighting.

ORDERING EXTRA SERVICES

- From the morning of **Monday 02 June**, GL Events South Africa - the infrastructure contractor will have a service desk in the exhibition hall. GL Events is there to assist you and to help ensure that your exhibition build-up is as smooth and trouble free as possible.
- To ensure that you receive the precise equipment you need for the exhibition you should consider your requirements before arrival at the Cape Town International Convention Centre and place your order in advance.
- GL event South Africa cannot always guarantee that they can meet every order if placed during build-up at the exhibition and any items ordered after the deadlines may be subject to a surcharge.
- In any case, it may not be possible to provide services or equipment ordered after **12:00** on **Wednesday 04 June**.
- Keep the total square meterage of your stand space in mind when you order your decorating items.
- Do not order more than what will comfortably fit in your stand and still allow you to do business.
- No credit will be given after close of the exhibition on items or services ordered but not received.

ORGANISERS OFFICE

- The Organisers Office and Services Help Desk will be operational daily from 08:00 until 30 minutes after show closure and will attend to any queries or problems you may experience.
- Report any faults re: walling, carpeting and electrics during build-up to the help desk.
- Additional on-site orders incur a 20% surcharge. Payment is strictly COD (Credit Card).
- Do not liaise with the contractors who are on the exhibition floor, as your instructions will unfortunately not be actioned. All contractors have been instructed to only deal with the service desk.
- **No credit will be given after close of the exhibition on items or services ordered but not received.**

PARKING

EXHIBITOR PARKING TARIFFS

Parking will be in P1 & P2 at R65.00 per day during show days. Vouchers can be purchased from the CTICC situated at Hall 2 Garderobe.

PA SYSTEM

Only official and emergency messages will be broadcast, any requests for information to be announced will be refused.

PERSONAL PROTECTIVE EQUIPMENT

- During build up and break down, it is mandatory that all persons working on or visiting an exhibition stand or involved in construction work must wear protective clothing/equipment.
- All contractors must ensure that they have a first aid kit on hand and that they have company arrangements in place for the treatment of staff injured on site.
- **Hard Hats** - It is the exhibitor's responsibility to ensure that all staff involved in construction work be provided with a hard hat during build-up and break-down periods. Hard hats are available for purchase at the Organiser's Office.
- **Eye Protection** - Eye protection must be worn when cutting timber, grinding metals or welding.
- **High Visibility Vest** - All persons within the exhibition halls, marshalling yards and conference halls must always wear high visibility clothing during the build-up and break-down periods of the event.
- **Foot Protection** - Footwear does not need to be steel-capped, but this is highly recommended. Sandals and open/soft toe footwear **will not be permitted** in the exhibition halls, marshalling yards and conference halls during the build-up and break-down periods of the event at the venue.

PHOTOGRAPHY AND VIDEOGRAPHY

- An official photographer will be on-site on show days.
- The official photographer will be taking photographs and filming videos at the Event. Anyone attending consents to such photography and filming without compensation and confirms that the Organisers shall be entitled to use such photographs and videos, which may include photographs and videos of exhibitors, for the purpose of marketing the Event in future, for exploitation in all media, without liability.
- Any exhibitor wishing to use their own photographer must obtain prior permission from the Organisers for his/her access to your stand. If you would like to take pictures of fellow exhibitor's exhibit, please ask their permission.

POPI ACT

- RX Africa is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified, then you can be assured that it will only be used in accordance with the Protection of Personal Information (POPI) Act (No. 4 of 2013). www.justice.gov.za/legislation/acts/2013-004.pdf
- By participating in the Event or by submitting information to the Organiser in connection with the Event, the exhibitor agrees to the terms of the Organisers Privacy Policy, located at [Privacy Policy \(rxglobal.com\)](http://Privacy Policy (rxglobal.com)) and which may be updated by the Organiser at any time. The continued participation in the Event shall constitute the exhibitor's acceptance of any such updated Privacy Policy. All exhibitors are expected to review the Privacy Policy carefully before participating in the Event.
- In addition, Participant authorises and permits the Organiser to share Participant's personal information, including, but not limited to, their contact information, with such affiliated entities, exhibitors, vendors, contractors, or third parties (i) with which Participant authorises in connection with the Event, including, but not limited to, scanning credentials in connection with a live Event, accessing such third party's content in connection with a digital Event, or utilising any Digital Technologies; and/or (ii) which may offer products, services, and/or goods that may be of interest to the exhibitor. By use of a valid registration, or other code in connection with the exhibitor's registration for the Event, the exhibitor thereby authorises and permits the Organisers to share the exhibitor's personal information, including, but not limited to, their contact information, with such entities, other exhibitors, vendors, contractors, or third parties associated with such code.

PORTERS

- Porters with trolleys will be on duty to assist exhibitors during build-up and breakdown. During breakdown, exhibitors must first pack their goods on the stand before bringing their vehicle around to the loading bay.
- The use of trolleys during show open hours is not allowed.

PRAYER ROOM

A closed prayer room facility will be available at the show; please enquire from the Services Desk for the location.

PUBLIC RELATIONS

Scout PR

Lauren Shantall / Lauren@scoutpr.co.za / +27 (0)84 791-1111

SAFETY GUIDELINES

- Only authorised personnel and employees allowed on site.
- This is an active work zone; all exhibitors, contractors and sub-contractors enter and work at their own risk.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Clean up or report spills.
- Keep aisles free and clear of all debris and practice good housekeeping.
- Check electrical cords for damage.
- Report any fires immediately.
- If you notice anything unsafe, please contact a member of the show team immediately.
- During build-up and breakdown individuals under 18 are prohibited on-site.

SECURITY TIPS FOR EXHIBITORS

- The Organisers of **Decorex Cape Town** make every effort to provide protection for exhibitor's merchandise and displays and will provide perimeter guard service on a 24-hour basis to include build-up, show days and breakdown.
- Whilst the Organisers will implement security measures neither the Organisers, venue, security contractor, drayage contractor nor any of their officers, agents or employees assumes any responsibility for such property, loss, or theft.
- Upon entry to any portions of the Event held in the Venue, all exhibitors, their bags, and other personal property may be subject to screening or security checks. The Organiser expressly reserves the right to prohibit any personal property from entry into the Venue.
- To order additional stand security, please refer to the Service Order Form.

BUILD-UP

- Use plain boxes, containers and labels that do not identify the products.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Monitor your booth when your product is being delivered.
- Report any discrepancy in goods received to the shipper immediately.
- Ensure you have proper insurance coverage and store valuables out of sight.

SHOW DAYS

- Pack small items in boxes and place them out of sight or remove them from the stand overnight.
- Never leave your stand unattended. Samples or briefcases/ handbags are easily taken.
- Store valuables out of sight.
- After show hours cover your display with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary documents under tables or behind display when the show is closed, or your booth(s) is unattended.
- Always staff your booth during show open hours.
- Ensure you have proper insurance coverage.

BREAKDOWN

- Remain with your shipment until it is removed from your stand.
- Do not leave your booth unattended. Outsiders have access to the booth area during this busy time.
- Keep plasma screens, computer screens or any other electrical equipment in plain boxes, labelled with information that does not identify the product.
- Staff your booth until your product and/or the floor is cleared during breakdown.
- Once the show has closed, pack as quickly and safely as possible and do not leave your display unattended.

SELLING OF MERCHANDISE

- The exhibitor agrees that in the event of any merchandise being sold by the exhibitor, such merchandise shall be of original content. No counterfeit or unlicensed merchandise shall be sold.
- The Organiser may, at its sole discretion determine that the merchandise is not original, counterfeit, or unlicensed, close the stand with immediate effect and deny the exhibitor entry to the exhibition.
- Any costs incurred by the exhibitor shall be forfeited and the exhibitor shall have no recourse to claim any amounts paid to the Organiser and/or SmartBuild™.
- The exhibitor specifically acknowledges and agrees to these terms.

SHARING OF EXHIBIT SPACE

- Under no circumstances will the sharing of exhibition stands be allowed unless prior written approval has been obtained. The stand holder is the company responsible for signature of the “Exhibitor and Terms & Conditions Agreement” with Reed Exhibitions (Pty) Ltd.
- The Organisers reserve the right to ensure that all products not belonging to the contracted company are removed and any contracted company found subletting may not be offered a stand in future years.

SIGHT LINES

All exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors must abide by sightline guidelines to ensure their neighbours visibility from the aisle, and vice versa.

SIGNAGE

- Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang aisles.
- The Organiser reserves the right to remove any sign that is deemed inappropriate.
- Use professionally made signs as hand-made signs lessen the effect of your display,
- No photocopied signs stuck with Prestik will be allowed.
- Signage may not protrude into the aisles and aerial banners are not allowed.

SMARTBUILD™

SMARTBUILD™ is a division within RX Africa which offers an in-house design and stand build service, available to exhibitors who have booked floor space only stands. As a division within RX Africa, exhibitors are assured that you are working with a secure and trusted partner for a no-obligation design service unique to your specific requirements. SMARTBUILD™ provides exhibitors with a highly experienced project management team, on-site support from build-up through to breakdown and assistance of the submission of health and safety documents. All plans are submitted on behalf of the exhibitor. Contact **Paul Robberts** on +27 (0) 72 444-1949 or email paul.robber@rxglobal.com.

SMOKING

Further to Government legislation, the entire venue is a **NO SMOKING** area. You may only smoke in designated areas outside the building.

STAND BUILDER INSURANCE

- All stand contractors must have valid insurance coverage for the entire event cycle being build, event and breakdown i.e., **Monday 02 June – Monday 09 June**. In terms of insurance coverage all contractors will be required to have the line item listed within their policy, being Employers Liability.
- The contractors must have an insurance policy that provides cover for their employees in case of accidental death or permanent total/partial disablement when they are working on their booth.
- The following should be the scope of coverage of the insurance policy:
 - Property All Risks - this insurance provides cover for any accidental physical damage to property displayed at the exhibition centre including the booth.
 - Third Party Liability - In case of any accidents during build-up, show days and breakdown, this insurance should cover the legal liability of the contractor towards any third-party injuries onsite.
 - Contractors All Risks Insurance including Third Party Liability - this insurance will indemnify the insured in respect of any physical loss or damage to the insured property during build-up, show days and breakdown.
- In case of any accidents during build-up, show days and breakdown, this insurance should cover the legal liability of the contractor towards any third party injured onsite.
- Accidental loss or damage to property belonging to third parties occurring during build-up, show days and breakdown onsite or in the immediate vicinity of the site during the period of cover.

STAND FITTING REGULATIONS

- GL events South Africa has been appointed as the official contractor for stand infrastructure. However, exhibitors may employ a contractor of their choice to construct stand interiors and any free-standing displays that may be required.
- The contractor must be approved by the Cape Town International Convention Centre and conform to the following regulations that must be observed when preparing a stand.
 - Contractors appointed must be registered with/approved by the Organisers and the CTICC.
 - Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted with an artist's impression, to the Exhibition Office by **Wednesday 07 May**.
 - Contractors must ensure that they can provide on-site, the appropriate certificates confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.
 - No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor's name, logo, or light fittings.
 - No fitting, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled, or punched into the walls or floor, without written agreement from both the Organisers and the CTICC. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.
 - Displays must be self-supporting.
 - Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the Organisers for approval by the Fire & Safety Authority. Ceilings can only be constructed of a large mesh or egg box material that will permit the passage of water in the event of a fire.
 - In the case of an island site, a long stretch of full height wall of 2.5m height will not be allowed on the perimeter of the stand.
 - No flashing/winking lights or neon signs will be permitted unless it forms an integral part of an exhibitor's product. Sequence-lit displays may be used subject to the Organisers' approval and the rate of light change.
 - For safety and insurance reasons, only the official contractor can carry out electrical wiring and connections.

- No services such as electricity cables, water/compressed air pipes, telephone lines inside or near to the stand may be removed, cut, or diverted without the permission of the Organisers/Hall Manager of the event.
- All contractors are expected to clean the stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.
- Storage of stand materials and/or exhibits is not permitted behind the perimeter of the stands. This is a Fire & Safety Regulation and will be strictly enforced.
- Welding and heavy sawing is not permitted inside the halls. Exhibitors constructing/decorating their stands are required to sign an undertaking, guaranteeing responsibility for any damage which may be caused by any of their employees, including appointed sub-contractors, to exhibits and/or property of other exhibitors, Organisers, Hall Manager, Landlord and Contractors of any other persons.

SPECIFIC TO FLOOR SPACE ONLY STANDS

- Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted, and with an artist's impression, to the organisers by **07 May 2025**. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the Organisers in writing.
- The Organiser reserves the right to request that an exhibitor should change, modify, lower, or shorten any back or side wall proposed in the Space Only design if, in the opinion of the Organiser, such back or side wall will obstruct the reasonable exposure of any adjacent exhibition stand.
- All stands must be constructed with back and side-walls other than island sites, which do not require any wall.
- Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighboring wall.
- Where a structure such as a wall or sign, exceeds the height of the neighboring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the Organiser/Hall Manager.
- Stand signs and towers must not exceed 3.5 metres in height without written permission. It is possible to exceed this height but only with written permission from the Organisers. Full dimensional plans must be submitted for approval no later than **07 May 2025**.
- The name and stand number of each exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.
- A Space Only stand cannot display fascia or company name/logo boards over an adjacent exhibitor's back and/or sidewall but may display it on any aisle facing their location.

STAND NUMBERS

Exhibitors should therefore keep in touch with the Organisers and are requested to contact the Organiser's offices to establish final individual stand numbers, specifically for personal advertising purposes.

STORAGE

- Storing of any crates, boxes or other show materials behind your stand is strictly prohibited.
- Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates and boxes must be removed from the exhibitor's stand.
- Neither RX Africa nor the venue can be held responsible for goods that arrive early or are left after the breakdown period of the exhibition; the cost of disposing of any such item will be for the exhibitor's account.
- Small storerooms (PST shell scheme panels) can be ordered through the service order forms.

SUSTAINABILITY

At RX Africa, we are committed to creating successful ways to reduce the environmental impact of our events. This includes the choice of venue and location, managing various aspects such as communication, suppliers, caterers,

waste management and transportation, and more. It's for this reason that we encourage our exhibitors to walk the talk and take the below greening principles into account when planning for **Decorex Cape Town**.

CLEANING

Please remind any suppliers building your stand that stand fitting materials, carpet, pallets etc., are not included in the show cleaning service and must be removed by either you or your supplier. We generally still dispose of small pieces of material during the build and breakdown, but you are contractually obliged to dispose of all stand fitting material.

RECYCLING

If recycling bins are available onsite, please ensure that you and any suppliers that you employ use them responsibly. Mixing materials in a recycling bin usually means that the whole bin must go to landfill. Recycling bins will become more prevalent in our exhibitions as separating materials at source is the most effective solution.

MARKETING COLLATERAL

You and your exhibiting partners should only bring sufficient marketing collateral for the show and any material left at the end of the show should be taken back to your office. Shipping services are available onsite, and any collateral left onsite is chargeable.

WASTE

Our contract is with you, and we treat any subcontractor that you hire yourselves as part of your organisation. Therefore, any waste generated by your supplier will be charged to you. It is then up to you to charge this on to your supplier. RX Africa does not mark up any waste charges currently but the venue charges that we pass on are usually punitive. Please note that CCTV and discreet marking of stand fitting materials is now routinely used to help identify waste and a contractor dumping their waste away from the stand rarely saves you being charged. As the client, your stand builder will not dump waste if they believe that it will affect their contract with you.

DISPOSAL

If you need assistance shipping or disposing of any materials, please contact us. Facilities exist for shipping or disposing of materials onsite and if planned we can help you in a cost-effective way.

A FEW REASONS ON WHY YOU WOULD WANT TO GREEN YOUR EXHIBITION STAND:

- Reduce any negative impact on the environment. Greener events highlight our commitment to the environment, strengthening relationships with staff, suppliers, customers, and other stakeholders. It builds helps your brand and promotes credibility. By consciously reducing the use of natural resources such as water and energy, thereby reducing greenhouse gas emission and waste, green events conserve the environment and lift local economies.
- Cost savings. Green initiatives can significantly reduce the costs and save money. For example, it can minimize waste disposal, energy, and water expenses, all of which go into better ROI.
- Positive reputation for your brand. As an influencer in green practices, event greening helps you raise participant awareness and inspire a positive change in behavior, while encouraging suppliers to consider greener initiatives.

HERE ARE OUR TOP TEN GREEN TIPS FOR EXHIBITORS

- Reduce your use of energy by choosing energy-efficient technology for your stand.
- Also consider switching off your power to the stand at night.
- Encourage your staff to carpool to reduce their carbon footprint. It will also alleviate the parking congestion at the venue and will save you money!
- Why not make use of the local transport and shuttle services when getting around? This will also go a long way to reducing your carbon footprint.
- Encourage your staff to use the recycling bins at the show. They will be clearly labelled but sometimes people throw the wrong waste in the wrong bin – this can contaminate recyclables and render them non-recyclable e.g., if food waste contaminates paper waste.
- Avoid having printed hand-outs on the stand. Rather share information electronically with visitors to your stand.
- If you want to give gifts to people visiting your stand, try to procure locally produced items, and in the process support our local economy.

- Green your exhibition stands by choosing an eco-friendly design. If you are using a shell scheme stand, then opt for eco-friendly accessories or the executive package with fabric graphics that be re-used at future events.
- Yellowwood, Natal Mahogany, Mother-in-law's Tongue and Chlorophytum.

TEMPORARY STAFF POLICY

- All temporary staff must have a valid work permit when working at the exhibition.
- Should you require temporary staff, our recommended temporary staff agency Charismatics can assist you. Charismatics are fully aware of the local guidelines and will ensure that all necessary provisions are in place. With a variety of personnel available, including hostesses, translators and ushers, orders can be placed through using the Service Order forms.
- Contact Harvey Mutsiba on +27 (0)72 248-2089 or email harvey@charismatics.co.za.
- All temporary booth staff hired must also have an exhibitor badge, please complete, and submit their details via the exhibitor manual.

VALUE ADDED TAX (15%)

Please note that all services are charged VAT at 15% in terms of the Value-Added Tax Act, 89 of 1991, as amended from time to time.

VEHICLE DISPLAY

- Pre-authorisation from the Organisers is essential should you wish to display a vehicle during the exhibition. Any vehicles parked in/at the venue as a display must follow the following rules:
 - Provide weight and schematic for the vehicle.
 - Vehicle should have minimum fuel, enough to drive in/out (less than a ¼ tank of petrol or diesel).
 - Extra petrol/diesel may not be stored in the venue.
 - If possible, the battery must be disconnected when unmanned.
 - A fire extinguisher must be positioned on the stand, must be easily accessible, sealed and serviced.
 - Drip tray to be provided.
 - Vehicles may not be started, run, or moved during event hours.
 - Vehicles must be locked, and keys handed to the appointed safety or security officer.
 - If vehicle is on display and open, the exhibitor must be always present.

WASTE MANAGEMENT

- Bulky items of waste materials must be disposed of prior to show opening and must be placed in the waste skips found in the loading bays. The cleaning contractor only cleans recyclable rubbish e.g., cardboard from the aisles. Everything else needs to be removed from site by the exhibitor / contractor.
- You need to ensure the aisles, public circulation areas are kept clean of all rubbish and removed from site if it is non-recyclable.
- No chipboard, wood, stones, bricks, tiles, sand, or steel may be dumped in the skips.
- Exhibitors will be charged for the dumping of building material in the skips allocated for general waste (paper/plastic). Contact Tracey on tracey.williams@rxglobal.com should you want to order your own skip for breakdown.

safety rules and regulations

YOUR RESPONSIBILITIES

- The management of RX Africa consider the health and safety of all its full-time employees, part-time and casual workers, customers, and contractor to be of great importance. Through management at all levels, they have a responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees whilst at work and members of the public and contractors whilst on its premises or at a hired event, conference, or exhibition space.
- Anyone infringing any relevant legislation and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from premises.
- **Your responsibilities:** As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those people who may be affected by your activities.
- All full-time and part-time workers on an exhibitor's stand must:
 - Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
 - Always observe safety regulations and signs.
 - Be aware of the emergency procedures relevant to their place of work.
 - Wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
 - Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue.
 - Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
 - Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
 - Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.
 - Immediately report any serious shortcomings that may affect the health, safety, and welfare of their job to their supervisor and the Organisers Office onsite at the venue
 - All exhibitors (both shell scheme and custom stand) are also required to carry out their own 'Risk Assessment' and provide a copy of it to the organisers and the venue. are using a contractor to build your stand, they must complete their own Risk Assessment.

It is the responsibility of every exhibitor to undertake this exercise and RX Africa and the venue reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request.

INTRODUCTION

Before any work should begin on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, which looks at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil and public liability.

BUILD-UP

To ensure a risk-free environment for both you and these contractors you are required to comply with:

- All personnel must wear hard hats and high visibility vests when working in areas thought to be a construction site.
- All saws, grinding wheels and other portable equipment are to be guarded as required by the OHS Act and no open unguarded inverted saw blades will be allowed.
- A "Hot Works" permit will be needed where any welding or grinding is conducted.
- Any person(s) working in an elevated position will require a safety harness which must be secured to a safe structure.

- A permit is needed for all scaffolding used on site. This permit must be displayed during use. No scaffold structure above 6 meters from the platform may be erected.
- Do not enter any area where a barrier is being erected.
- Erect appropriate warning signs when undertaking a high-risk activity in your own area.
- Do not bring any unauthorised or unnecessary persons onto the site.
- Note the emergency evacuation procedures for fire and other potential dangers.
- Lighting must be compliant – securely affixed, heat resistant cover.
- No twin flex cables are allowed.
- Be aware of tripping hazards i.e., tape down all electrical cables.
- Be aware of forklifts and overhead works.

DURING SHOW

- Ensure all power cabling is secured and out of the way of visitors and others.
- Don't encroach into the aisles.

BREAKDOWN

- Follow the same principals as for build-up phase.
- Watch for sharp objects – nails, staples.

ACCIDENTS

All Accidents and Near Misses will be formally logged and recorded with the Organiser with witness statements and accompanying photographs taken. All reports may be used for further investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored to maintain data protection.

REPORTING OCCUPATIONAL INJURIES & DISEASES

If an employee has a workplace accident or contracts an occupational disease, the employer is obliged to file a report with the police immediately, as well as with the Ministry of Labour (or relevant free zone authority). The report must include a description of the accident, as well as the arrangements made for the employee's medical treatment.

AISLE ENCROACHMENT

- Fire regulations dictate that aisles need to be a minimum of 3m wide and always kept clear.
- Please ensure your stand design or the contents of your stand stay within your given space and do not protrude into the aisles. This includes rugs, mats or ground floor covering of any sort; camera's, podiums, stabilising poles (e.g., tents).
- Where raised platforms are used the corners need to be rounded off or splayed, or otherwise protected to ensure clear passage. Please ensure you measure your platform carefully as it will in not be allowed to protrude into the aisle space.
- No doors or windows or any item may open or swing into the aisles.
- It is within EMS rights to make on-site adjustments, close a stand or the entire show should they feel visitors may be at risk of injuring themselves or unable to evacuate easily in an emergency.

CEILINGS

- You must provide a valid fire extinguisher and smoke detector on your stand.
- The ceiling and/or canopy material used must be flame proof (certificate/written confirmation to be provided).

COMPLIANCE

All contractors and exhibitors will have to follow all relevant Disaster Management legislation, OHS legislation and Public Health Department regulations and legislation. All exhibitors and contractors will have to complete the Exhibitor Indemnity prior to being issued with their access badges.

EMERGENCY PROCEDURES

BEFORE THE EXHIBITION OPENS

- Clear away all extra material from the stand such as packaging, containers, and any goods not essential.
- Please be aware of the emergency procedures applicable to the venue: familiarize yourself with the emergency exits and firefighting equipment and be aware of where security is stationed.
- It is a requirement of the Act that all practical steps be taken to ensure the safety of your staff and public.

WHEN THE EXHIBITION OPENS

- The PA system will only be used by the Organisers for pre-approved announcements as well as emergency announcements during the show hours and for clearing the exhibition in the evening. Should there be a request to clear the halls, the following procedure should be carried out:
 - Ensure that visitors are directed quickly and calmly to a safe exit.
 - Arrange for one person on your stand to search the stand and look for any suspicious or foreign articles, packages, or strange objects.
 - If any suspicious item is found, report it immediately to the Organisers and/or Security.
- If the police advise clearing of the hall, a senior member of the Organisers will broadcast the following message on the PA system:

ATTENTION PLEASE. ATTENTION PLEASE.

Here is an important announcement. Circumstances make it necessary for everyone to leave the building. Please make your way quickly to the nearest exit.

- After this message is broadcast everyone must make their way to the nearest exit. Both exhibitors and visitors should assemble outside the hall and await further instruction from security personnel and SAPS.
- Should the threat turn out to be a false alarm, security personnel will advise you thereof. In this case, exhibitors will return to the hall first and visitors will follow five minutes later.
- In the event of a bomb threat, the recipient **must immediately** contact emergency services on **10111**, then security, then the Organiser's office.

EXHIBITOR SAFETY POLICIES

OCCUPATIONAL HEALTH & SAFETY POLICY AND PLAN

A written policy concerning the protection of the health and safety of his/her employees at work. It includes a brief description of the organisation and the arrangement for conducting and reviewing that policy.

SUPERVISOR APPOINTMENT (SECTION 8.2 OHS ACT)

A written appointment of a supervisor to oversee all work done on site.

GENERAL SAFETY REGULATION 3.4

Written appointment for providing medical assistance on site, build-up, breakdown & show days.

GENERAL SAFETY REGULATION 13A

A written appointment for a ladder inspector, inclusive of a register listing all ladders in use on site.

CONSTRUCTION REGULATION 7

Proof that on-site Risk Assessment was conducted by a competent person for the specific task performed.

GENERAL MACHINERY REGULATION 2.1

A written appointment of a competent person to supervise and inspect the machinery being used.

ACTS OR OMISSIONS BY EMPLOYEE (SECTION 37.2)

Mandatory agreement between (in this case) the Organiser and contractor to ensure compliance of the Occupational Health & Safety Act in terms of section 37.2.

DRIVEN MACHINERY REGULATIONS

A written appointment of a competent and suitable person(s) using high powered machinery (sanding machines, grinders, circular saws).

FALL PROTECTION PLAN:

Required when contractors working on heights or using scaffolding measuring 1.5m or more (i.e., Risk assessment for working within high rise areas)

All Floor Space Only/Custom Stand Exhibitors must include the following documentation in the required Safety File which must be presented to the Safety Officer prior to build-up:

ELECTRICAL INSTALLATION PLAN / COC

Submission of such plans must take place after the job is complete.

ALL STRUCTURAL ENGINEER'S CERTIFICATE

Only required for stands over three meters.

Submission of such plans must take place after the stand building has been completed.

RIGGING CERTIFICATE

Submission of such plans must take place after the rigging is complete.

OTHER

- COIDA Registration No (letter of good standing)
- Proof of **Public Liability**
- Safety Representative Appointment (Section 17 OHS Act)

EXITS AND FIRE ESCAPES

- No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits.
- The required path of travel to exits may not be blocked by furniture or any other moveable objects.
- Fire escapes are located at intervals throughout the halls.
- Fire extinguishers and hose cabinets are to always remain visible and accessible.

FIRE AND EVACUATION PROCESS

- If you discover a fire or someone reports a fire to you, immediately raise alarm.
- Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stand near the fire point to direct the attending security officer to the fire.
- At the sound of the fire alarm, evacuate the venue via the nearest exit and proceed to an area well clear of buildings.
- Remain outside the buildings until all clear sign is given. Follow the instructions of event staff and security.
- Do not do anything to endanger your life.
- Restrict your actions to try and prevent the fire from spreading by closing doors/windows and raising the alarm.
- Try to prevent people from going near the fire until help arrives.
- Please try to stay calm and encourage others to do the same; please help those that are experiencing difficulties.

FIRE REGULATIONS

- All materials used in the construction and decoration of an exhibit must be flame retardant.
- All vehicles not on display must be removed from the facility before visitors enter the venue.
- Hessian, thatch, and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a current 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 meet electric wiring, fittings and/or globes and should hang no lower than 5cm above the carpeted floor.
- Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the exhibitor. Only on receipt of the Certificate may the stand be constructed.
- All materials used in the show must be of a non-flammable nature and resistant to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.
- The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venue unless a detailed application has been made to the Fire Department or the Factories Inspector. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations will not be permitted.

NATIONAL BUILDING REGULATIONS

This Code of practice covers provisions for building site operations and building design and construction both permanent and temporary that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period. Before temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be looked for:

- Statement of the period of which the temporary structure will be operational.
- A site plans.
- Layout drawings in sufficient detail to determine the general size, form, construction materials and the use of the proposed structure.
- Any structural detail required determining the structural safety of the temporary structure.
- For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise is deemed a potential hazard which requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and if it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or Emergency Management Services to not allow persons on the structure.
- EMS have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be checked by the Safety Consultant and venue as the property owner, and will bring to attention of the Managing Agent, any concerns that may deem hazardous.

OCCUPATIONAL HEALTH AND SAFETY ACT

- Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OHSACT). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act.
- Staff and contractors shall be vigilant towards health and safety issues to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the Organisers:
 - Understand the Fire and Emergency Services procedures.
 - Ensure that aisles leading to emergency exits are kept clear and unobstructed.
 - The use of hard hats when working or restricting access to hazardous areas.

- The need to wear suitable protective clothing (eye, ear, foot, and hand) where relevant.
- Ensure portable power equipment is used for the purpose intended, with safety guards correctly fitted/used.
- Safe use and storage of flammable liquids/substances and segregation from waste / other risk areas.
- When the use of chemicals and liquids are no longer required; the items are to be removed from the venue for safe and proper disposal. Such products may not be disposed of in general refuse.
- Ensuring that portable electric tools are used with minimum length of trailing leads and not left unattended when connected to a live power supply.
- That proper scaffolding is used during construction and that safety features are provided in accordance with established standards and tower scaffolding is used and properly constructed.
- In accordance with Section 37(2) of the Occupational Health and Safety Act 85 of 1993 as amended, the Organiser. requires that all reasonable steps and precautions are taken to protect the health and ensure the safety of all persons involved in the production of its shows. Preventing injury is a key objective and accordingly, every possible measure must be taken to provide a safe, healthy work environment. To succeed, these safety initiatives require that every Exhibitor assumes responsibility for helping meet this objective. Exhibitors must therefore, carefully read the applicable sections of the Occupational Health & Safety Act, to fully understand their responsibilities as they apply to themselves and their workers while at the show, including all activities within their own stand. For more information on the Act, visit <http://occupationalhealthandsafetyact.co.za>.
- All persons involved in the build-up and breakdown process (i.e., set-up and tear-down of a show) must be properly dressed and equipped to work safely in specific areas of the show deemed by the Act, or by an on-site Safety Officer, as an "Industrial" environment, which may involve the use of heavy equipment (forklifts etc.), as well as "overhead activities" (hanging signs, lights etc.). These areas, including areas in and around stands, may be marked off with safety cones or caution tape. Only persons wearing hardhats and safety shoes will be permitted into these areas until all work is completed. Working in sandals / flip-flops/open-toes shoes/bare feet is strictly forbidden on the show floor. Any individual wearing inappropriate footwear will be prevented from entering the show floor by security.
- Further, the exhibitor hereby indemnifies and holds blameless the Organiser in respect of any claim(s) that may be made as a result of loss / damage suffered by the contractor, its employees, mandatories and third parties as a consequence of this Agreement, no matter the cause of such loss or damage and howsoever arising, nothing at all excepted, including where such cause is through and / or by way of the negligence of the Organiser its employees, mandatories employed or third parties.
- Neither the Organiser nor the venue or any of its directors or agents, will be liable to the client for personal injury to, or the death of any person, or loss, or damage to any property of whatever nature, on the property or at the venue, however arising or caused. The exhibitor indemnifies the Organiser, the venue and its directors, employees, or agents against any claim of whatever nature, which may be against any of them arising out of any of the, except where the same was due to gross negligence by the Organiser or the venue.
- The exhibitor, their staff, contractors or third parties acting on their behalf acknowledges, understands the requirements of the Occupational Health and Safety Act, and agrees to comply and be bound thereto.

OPEN FLAMES

Any exhibitor who needs the use of gas or open flames (inclusive of candles) must apply in writing by **Wednesday 07 May 2025** to Tracey Williams on tracey.williams@rxglobal.com.

RISK ASSESSMENT

- Risk can occur at any time during the event, and it is your responsibility to be always vigilant.
- Take the following precautions to avoid accidents:
 - Do not leave boxes lying in walkways.
 - Ensure the stand looks safe and secure and report any problems to the Services Office.
 - Take care when using and setting up electrical equipment; person setting up the equipment must be qualified.
 - Tape down all cables securely.
 - Do not leave your stand unmanned.

SITE AND SAFETY REGULATIONS

CERTIFICATE OF COMPETENCE

The law requires that operators of certain types of equipment must have a current certificate of competence training or license (e.g., for forklift/scissor lift and cherry picker usage) and the contractor and/or sub-contractor must always have the required license in their possession. No reckless driving will be tolerated.

EMERGENCY EVACUATION AND EXITS

The contractor must be responsible in ensuring that he/she is familiar with the venue's evacuation procedure, and this has been explained to all his/her employees. Emergency exit doors, escape routes, walkways and stairways must always remain free from obstruction.

ENVIRONMENTALLY CONSCIOUS

- All fluorescent tubes, waste, building rubble and glass must be taken to the waste area for disposal and placed in the correct bin.
- To avoid spillage, fuel or chemicals must be stored appropriately.
- To prevent pollution all spillage/leakages must be reported immediately.
- No chemical waste is to be discarded in the storm water drains.
- Appropriately marked bins are positioned to prevent littering and assist onsite separation.

FIRE FIGHTING EQUIPMENT

Fire-fighting equipment must be always easily accessible and available for use when needed.

FIRE REGULATIONS

- Advance notification of the intent to use a smoke machine or hazer must be given.
- Equipment which produces heat, smoke, or open flames as an integral part of the product demonstration must receive written approval from the appointed safety officer and venue.
- No liquid petroleum is permitted inside the venue.
- Hessian/Thatch/Straw are not permitted in indoor event sites.
- Draping is a fire hazard and should be treated with a fire retarding compound and certificate of fire retardancy needs to be given to the safety officer prior to doors opening.
- No crepe paper, corrugated paper, cardboard, PVC sheeting is permitted (except on the floor).
- Polystyrene products will not be permitted unless treated with a fire retarding compound. A certificate must be submitted.

HOT WORKS

No welding, grinding, cutting or the use of open flame equipment is allowed on site without the approval of the Safety Officer. The appropriate hazardous work permit must be completed.

HOUSE RULES

- All tools and other items are to be stowed away in their designated storage place and work areas are to be supported in a neat and clean condition.
- Waste material is to be disposed of in the proper manner.
- Rigging of lights and trussing needs to be accompanied by the necessary structural engineer certification.
- All equipment, fittings and materials are subject to inspection.
- The following is not permitted inside the venue: spray painting, welding, angle grinding or cutting of timber.

LOADING AND OFF-LOADING MATERIALS

- Vehicles must be parked in a safe manner and must not create obstruction or danger to passing vehicles / pedestrians.
- Proper lifting equipment must be used when hoisting.
- Items are to be securely lashed to the vehicle prior to departure.
- The right protective wear and equipment must be used.

OVERHEAD WORKING

- The following measures must be undertaken prior to and during overhead work:
- A hazardous work permit is to be obtained before overhead work may begin.
- The area must be cordoned off and the proper signs are to be displayed.
- Personal protective clothing/equipment must be used.
- Tools and other materials may not be thrown to the ground.

REPORTING OF UNSAFE ACTS

Unsafe acts and conditions found on site are to be reported to the Safety Officer.

TOOLS, EQUIPMENT, AND VEHICLES

- Under no circumstances should Contractor's employees:
- Operate tools/equipment/machinery unless they have received training and have been certified.
- Utilise defective and/or damaged tools and equipment.
- All tools for the job at hand must be supplied by the Contractors and must be logged with Security on arrival.

VENUE SITE REGULATIONS

- Failure to comply with any of the above will result in your accreditation being revoked and you will be asked to leave the site.
- No person may enter the site without signing in at the Organisers Office.
- Any contractor working on site must complete a section 37.2 contractor agreement.
- No person may enter the site under the influence of alcohol or any drugs, which also means no person may bring any alcohol or drugs onto site or take any alcohol all drugs on site.
- Persons who are taking prescription drugs or medicine for any illness are to report the matter to their supervisor and to the Safety Officer before beginning any work.
- No firearms, air rifles or explosives are allowed on site.
- No dangerous weapons (e.g., knives/guns) are allowed on site.
- No fighting, pushing, or pulling is allowed on site.
- No horse play (rough or unruly behaviour) is allowed on site.
- No flammable liquids or hazardous chemical substances are allowed on site.
- Personal Protective Equipment, as per site requirements, will be correctly always worn which in this case means the basic minimum is needed:
 - Dust free goggles/proper eye wear
 - PPE Clothing (Hard Hats and High Visibility Vests and Steel Capped Shoes).
- Vehicles and driven machinery will adhere to all site speed limits and traffic signs.
- All driven machinery supervisors must sign the proper supervisory appointment prior to equipment being used.
- Vehicles and driven machinery will only be operated by currently licensed personnel.
- No machinery such angle grinders, steel cutters, saws, will be used on site unless all guards are securely fitted and the machinery, including any power cable, plug and electrical fittings are in good working condition. This includes a side control arm will be fitted to any angle grinder in use.

