



WEDNESDAY 28 & THURSDAY 29<sup>TH</sup> AUGUST 2019

EMPERORS PALACE – EKURHULENI, GAUTENG

## **EXHIBITORS MANUAL**

## EXHIBITION BRIEF SCHEDULE

**Event:** ICT Infrastructure 2019  
**Date:** Wednesday 28<sup>th</sup> and Thursday 29<sup>th</sup> August 2019  
**Venue:** Emperors Palace, 64 Jones Road, Kempton Park

### Exhibition Build-up:

Stand Building	Tuesday 27 <sup>th</sup> August	08h00 – 18h00
Exhibitors Dress Stands:	Tuesday 27 <sup>th</sup> August	14h00 – 20h00

### Exhibition Hours:

Registration:	Wednesday 28 <sup>th</sup> August	07h00 – 08h00
Exhibition Day 1:	Wednesday 28 <sup>th</sup> August	08h00 – 17h00
Exhibition Day 2:	Thursday 29 <sup>th</sup> August	08h00 – 16h00

### Exhibition Breakdown:

Commences:	Thursday 29 <sup>th</sup> August	16h30
To be completed by:	Thursday 29 <sup>th</sup> August	21h00

All display material to be removed by the completion time to allow for deconstruction of the shell scheme.

## TABLE OF CONTENTS

<b>Useful Contact Details</b>	<b>4</b>
<b>Important to know</b>	<b>5</b>
<b>SECTION 1: NOTICE OF INTENT – FLOOR SPACE ONLY EXHIBITORS</b>	<b>6</b>
<b>SECTION 2: EXHIBITOR CHECKLIST</b>	<b>7</b>
<b>SECTION 3: COMPULSORY INDEMNITY FORM</b>	<b>8</b>
<b>SECTION 4: FLOORPLAN</b>	<b>9</b>
<b>EXHIBITOR PACKAGE</b>	<b>10</b>
Fascia Board and Name	10
Fixing Display Material	11
Carpeting	11
Constructed / Designer Stands	11
Construction Work	11
<b>VENUE INFORMATION</b>	<b>12</b>
Deliveries	12
Exhibitor parking	12
Access to the loading bay:	12
Wireless Internet Connectivity	12
Cleaning	12
Plumbing	12
<b>HEALTH AND SAFETY</b>	<b>13</b>
Aisles	13
Insurance	13
Vehicle Display	13
Electrical Hire and Supply	13
Fire Regulations	14
<b>ACCOMMODATION</b>	<b>14</b>
<b>SECURITY</b>	<b>14</b>
<b>CUSTOM DESIGNER STANDS</b>	<b>14</b>
<b>SECTION 5: BOOTH SETUP EXAMPLES</b>	<b>15</b>
<b>SECTION 6: CONTRACTORS: TERMS AND CONDITIONS</b>	<b>16</b>

## USEFUL CONTACT DETAILS

### Sponsorship Enquiries

Jacqui Gradwell  
INFRACOM  
c. 0832680442  
[jacqui@ictinfrastructure.co.za](mailto:jacqui@ictinfrastructure.co.za)  
[www.infracom.za.com](http://www.infracom.za.com)

Charmaine Manicom  
EE PUBLISHERS  
t. 011 543 7000  
[charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)  
[www.ictinfrastructure.co.za](http://www.ictinfrastructure.co.za)

### Exhibition Contractor Enquiries

Yolisa Zilwe  
COMPEX  
c. 076 420 8202  
t. 011 234 0604  
[Yolisa@compex.co.za](mailto:Yolisa@compex.co.za)  
<http://www.compex.co.za>

### Venue Enquiries

Ryan Myburgh  
EMPERORS PALACE CONVENTION CENTRE  
t. 011 928 1975  
[rmyburgh@emperorspalace.com](mailto:rmyburgh@emperorspalace.com)  
[www.emperorspalace.com](http://www.emperorspalace.com)

### All other enquiries

Charmaine Manicom  
EE PUBLISHERS  
c. 0829041218  
[charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)  
[www.ictinfrastructure.co.za](http://www.ictinfrastructure.co.za)

## IMPORTANT TO KNOW

### ***Registration***

Exhibitor staff manning exhibitors stands are required to register as paying (full conference and hospitality package) or non-paying exhibitor staff and can collect their passes during the conference, or at early registration on 27 August from 14h00 – 15h00.

**The lanyards and name tags are required to be worn at all times.**

### ***Hospitality***

Please note that the tea, coffee, lunches, cocktail party and other hospitality and refreshments served during the entirety of the conference are for paying registered delegates, which includes paying exhibition staff.

For non-paying exhibitor staff (excludes conference and hospitality package), a dry snack and cool drink stand is available on a cash basis in the exhibition hall. There are also many fast-food outlets and restaurants at Emperors Palace in the casino area.

### ***Marketing material***

Please note that brochures and hand-outs by exhibitors may NOT be placed on the food and tea/coffee tables, or in the networking area, or in the bar lounge, or on the seats or delegate tables in the conference area.

The only exceptions to this are the various sponsors of the teas, coffee, lunches, cocktail party, networking area and bar lounge area, who may put out leaflets at their sponsored event only.

Brochures may however be inserted in the conference delegate bags for a fee.

To make the necessary arrangements for this please contact:

Charmaine Manicom, EE Publishers, Tel: +27(0)11 543 7000 Cell: +27(0)82 904 1218,

Email: [charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)

**SECTION 1: NOTICE OF INTENT – FLOOR SPACE ONLY EXHIBITORS**

All exhibitors with FLOOR SPACE ONLY or DESIGNER stands must complete the following form and return it to COMPEX. Failure to complete the form will result in the organisers prohibiting build-up.

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

**EVENT:**

---

**VENUE:**

---

**EXHIBITOR NAME:**

---

**STAND NO:**

---

**APPOINTED  
CONTRACTOR:**

---

**CONTACT PERSON:**

---

**TELEPHONE:**

---

**CELL NUMBER:**

---

**E-MAIL:**

---

**CONTRACTOR  
SIGNATURE:**

---

*Email signed form back to: [charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)*

***Before deadline date: 20 June 2019***

## SECTION 2: EXHIBITOR CHECKLIST – [jacqui@infracom.za.com](mailto:jacqui@infracom.za.com)

Checklist item	Complete	Description	Due date
Stand Location		Select your stand number/s	On receipt of payment
Sponsors: Logo low resolution		Low resolution logo for the web site: GIF, JPG, PNG	20 August 2019
Sponsor Ad for Engineer IT mag		Sponsors to provide artwork for July magazine	10 June 2019
Exhibitors Logo high res & 200 word bio		High resolution logo for the 'What's Hot' magazine supplement - AI, EPS, or PDF and 200 word write-up	10 June 2019
Exhibitor Email signature		Organisers to provide you with an event logo and hyperlink, for you to add to your email signatures	10 June 2019
Furniture order		Additional furniture, LCD screens, reception counters to be ordered. Please ensure to speak to the stand builder (Compex) <a href="mailto:thabang@compex.co.za">thabang@compex.co.za</a> or <a href="mailto:christinah@compex.co.za">christinah@compex.co.za</a>	10 June 2019
Indemnity Form		Complete, sign and send your indemnity form to <a href="mailto:charmaine.manicom@ee.co.za">charmaine.manicom@ee.co.za</a>	10 June 2019
Fascia order		Indicate if required, submit correct name and spelling to <a href="mailto:charmaine.manicom@ee.co.za">charmaine.manicom@ee.co.za</a>	20 June 2019
Custom stands		Submit 'Notice of Intent' form to <a href="mailto:charmaine.manicom@ee.co.za">charmaine.manicom@ee.co.za</a>	20 June 2019
Staff Attendance		Please make sure that all exhibitor staff attending are registered <a href="#">online</a> .	10 July 2019
Sponsors only Company brochure hard copy		Please provide a maximum 4 page hardcopy document for insertion into the delegate bags to EE Publishers, 110 Bokmakierie Rd, Nooitgedacht.	20 August 2019

## SECTION 3: COMPULSORY INDEMNITY FORM FOR ALL EXHIBITORS

**Stand #:** \_\_\_\_\_ **Exhibitor:** \_\_\_\_\_

**INDEMNIFICATION**

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

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

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

Exhibitor Name	Exhibitor Signature
Date	Signed at
Compex Representative	Compex Signature
Date	Signed at

***Email signed form back to: [charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)***

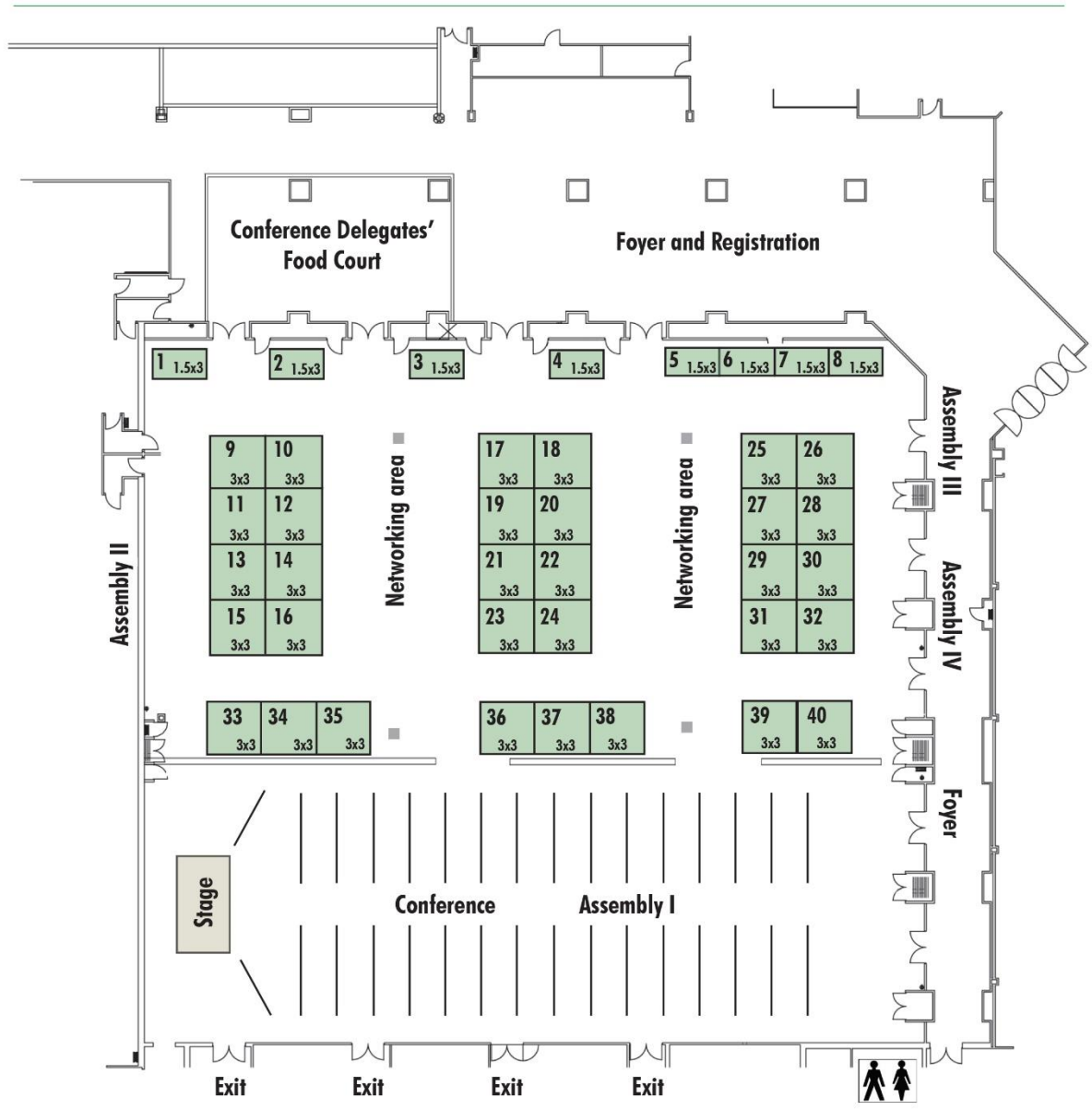
***Before deadline date: 10 June 2019***



**SECTION 4: FLOORPLAN**



**Provisional Conference and Exhibition Floorplan**  
**Venue:** Assembly Rooms, Emperors Palace  
**Setup:** 27 August 2019  
**Exhibition:** 28 and 29 August 2019



## EXHIBITOR PACKAGE

For those exhibitors who have contracted for Shell Scheme, the structure of the stand will include:

- Black Corex-covered walling supported within an aluminium framework.
- Fascia board including company name (no logo) an average of 20 letters; with the stand number included.
- Venue carpeting.
- 1 x 15amp power point, shared distribution board.
- 1x double fluorescent light.
- A standard conference table and two chairs are available at an extra cost **(please indicate to Compex if required: [yolisa@compex.co.za](mailto:yolisa@compex.co.za))**

### **Fascia Board and Name**

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

Please complete below and return to [charmaine.manicom@ee.co.za](mailto:charmaine.manicom@ee.co.za)

## Shell Scheme Fascia Name



**NB: Any changes on-site/ reprints will incur a cost of R350.00 per fascia name**

For shell scheme packages only, please print your required fascia name clearly, taking note of spelling, capitals and lowercase letters. What appears below is what will be printed.

---

**Company Name to appear on fascia board:**

---

**Name & Surname**

**Date**

**Signature**

### ***Fixing Display Material***

**Very light display material** may be fixed to the exhibition stand walls by means of double-sided tape or Prestik. You must provide this for your own stand. Nails, screws or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Pull-up banners are a good option. A0 or A1 posters can be attached with Prestik. Under no circumstances can anything be attached to any surface or wall within the convention centre.

### ***Carpeting***

Standard grey carpeting is supplied. If you wish to arrange specific colour carpeting, to match your CI, you may order this with Compex. [yolisa@compex.co.za](mailto:yolisa@compex.co.za)

### ***Constructed / Designer Stands***

Prior approval has to be obtained from Compex one month before the event if you wish to have a 'designer' or custom built stand constructed.

- The organisers strongly recommend a site visit before planning the stand and advise that no responsibility shall be taken for any malfunction resulting from variations in ceiling height or venue fittings not accounted for by stand builders.
- Space only stand builders are to liaise directly with the Venue Health and Safety officer, regarding rules and regulations.
- An electrical certificate of compliance must be submitted to the On-Site Exhibition Co-ordinator before the completion of build-up.
- All Space only stands will have to order a compulsory electrical DB board before the deadline date.
- Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the construction or dismantling of a stand.
- Space only stand builders to ensure that they bring hard hats and appropriate shoes according to the Health and Safety rules.
- All 'designer' or custom built stands have to comply with the following parameters:
  - No construction over aisles is allowed.
  - No construction may be attached to any wall or ceiling in the venue.
  - No bolt, nail, screw, glue, adhesive or other fixing may be used to fix any structure or display into or on the venue infrastructure, in any manner.
  - No structure above 2.5m high is allowed under any circumstances whatsoever unless accompanied by a valid Structural Engineer's certificate.

### ***Construction Work***

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

## VENUE INFORMATION

### ***Deliveries***

Neither the organisers nor the venue will accept deliveries on behalf of exhibitors. Neither the venue, nor organisers can be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs of disposing of any such items will be done at the expense of the exhibitor concerned.

### ***Exhibitor parking***

Once off-loaded, all vehicles to use the allocated parking bays.

### ***Access to the loading bay***

All delivery and collection personnel must be directed to the loading bay area. As soon as unloading has been completed, all vehicles must be removed to the designated parking area. Security will direct you to the loading doors.

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

### ***Wireless Internet Connectivity***

The venue has WiFi internet coverage in all major public areas, such as the conference centre. Your laptop or handheld device requires either built in support for WiFi, or to be equipped with a Wi-Fi network card.

### ***Cleaning***

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

### ***Plumbing***

No plumbing is available in the exhibition area. In addition, the venue does not allow large quantities of water to be used in exhibit displays, such as in fountains and fish tanks etc.

## HEALTH AND SAFETY

### ***Aisles***

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

### ***Insurance***

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment and display material. Neither COMPEX nor the Event Organisers may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.

### ***Vehicle Display***

No Vehicles may be brought onto the expo floor.

### ***Electrical Hire and Supply***

All shell scheme/package stands will receive a single 15-amp power point and a double fluorescent light. An exhibitor occupying two units will thus receive two plugs and two lights. This is shared power, and we strongly advise you to hire your own dedicated db board if you intend to use heavy electrical equipment.

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

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

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

- No twin flex is allowed under any circumstances whatsoever.
- All plugs, cable ties, transformers, distribution boards and other fittings must be SABS approved.
- No joints or trailing cable is acceptable.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm<sup>2</sup> (3 core cab tie).

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

### **Fire Regulations**

No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.

No solid ceilings may be used without prior permission. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the On-Site Exhibition Co-ordinator during build-up.

No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted

### **ACCOMMODATION**

Accommodation for the duration of the Conference is for your own account and you may find a booking link on [www.ictinfrastructure.co.za](http://www.ictinfrastructure.co.za) under Venue/ Accommodation. Online booking secures a 30 to 60% discount

### **SECURITY**

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

### **CUSTOM DESIGNER STANDS**

If you want your stand to stand out, consider the optional extra of having a packaged designer stand built by Complete Exhibitions. These stands represent real value for money as they have the look and feel of a designer stand at a fraction of the cost. Production of the graphic panels is included. Please visit COMPEX website: [www.compex.co.za](http://www.compex.co.za) for more information or you may contact Simon Lace on +27(0)11 234 0604 / +27(0)73 171 6939 or e-mail: [simon@compex.co.za](mailto:simon@compex.co.za) for pricing.

## SECTION 5: BOOTH SETUP EXAMPLES

(a) 3 x 3m standard booth



(b) 6 x 3m standard booth



*All stands come with support structure and fascias as per diagrams (a) and (b)*



(c) 3 x 3m booth without crossbar fascia



(d) Inclusive table and chairs option

Jacqui Gradwell  
INFRACOM  
c. 0832680442

*Only stands located between other stands have the option of crossbar and fascia removal, as per diagram (c)*

*Optional furniture – use of table and two chairs available at a cost, please request from [Yolisa@compex.co.za](mailto:Yolisa@compex.co.za)*

## SECTION 6: TERMS AND CONDITIONS

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

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

### POWER/ELECTRICAL SUPPLY

All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act and must be accompanied by an original Electrical Certificate of Compliance, which must be handed to Complete Exhibitions on site, prior to the opening of the event.